

OVERWHELMED TO IN CONTROL



PRIORITISE SLEEP

The more tired you are, the more you will struggle with day-to-day tasks let alone situations that require more complex thinking. Get a good sleep and everything will seem more achievable.

TUNE IN

Give your thinking mind a rest by mindfully tuning into the right here and now. Overwhelm often comes about by thinking of all the things that you've got on your to-do list. Stop for 5 minutes and focus on your breath - tune into it moving in and out of your body.



IDENTIFY SOURCE OF OVERWHELM

What is the primary cause of your overwhelm? If it is too many things on your to-do list then prioritise the top 2 things. If it is 1 big responsibility then look for ways to break it down into more manageable chunks, shift timeframes if possible and/or delegate tasks to others to help you out.

BREATHE & RELEASE TENSION

As soon as you're in a state of overwhelm your body will naturally be taking shorter breaths and your heart will be beating faster. Take a few moments and do the following: breathe in for a count of 4, hold for 4, breathe out for 4, hold for 4 and repeat. Drop your shoulders and relax your jaw.



TELL YOURSELF YOU'LL BE OK

Your body listens to what your mind is telling it. If you're saying "I'm out of control, I've got so much to do, I'm running out of time" it will put your body into a stressed state. Instead, tell yourself that "I'm feeling overwhelmed because of X, I am experiencing a normal human emotion, it will pass and everything will be ok"

TAKE A BREAK

You don't have infinite levels of energy. In fact your body operates on an ultradian rhythm of between 90-120 minutes which means your energy naturally dips at this point in time. Give yourself regular breaks to ensure you have optimum energy across your day.

