

How To Overcome Overwhelm & Actually Get Things Done

Have you ever been so overwhelmed by something that you can hardly see the forest for the trees? That burdened feeling that makes you think you will never get through whatever you are dealing with.

It may be a huge project at work, the kind that will make or break your career. It may be getting through a family crisis, the type where you can't check out, not even for a moment. It could be self performance pressure from all you want to do. Like when you've got a hundred brilliant ideas running through your head and they all seem urgent.

When you get to that place – the seriously overwrought, OMG, I have so much to do I can hardly stand it, help me now place – remember this: You don't have to figure it all out right this minute. Don't think about the end game. Don't think about how much more you have to do. Instead, narrow your focus to just one thing.

So you might be thinking: *Yeah, right! If I could do that I wouldn't be feeling like I was about to drown.*

I get it...totally and completely. I know exactly what it feels like. When you're feeling distracted and scattered, finding focus can be a real challenge, but it can be done. I have just the process. It works like a charm and it takes less than 2 minutes!



**Sometimes you just have to
put the blinders on and
narrow your focus.**

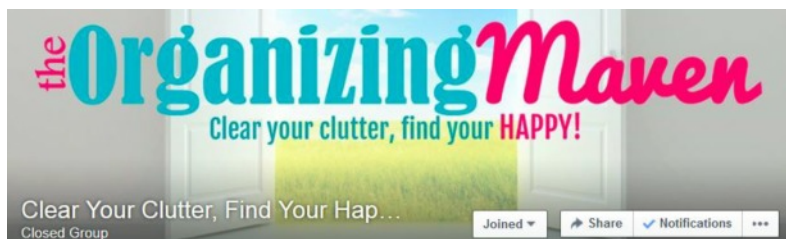
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It boils down to clarifying the one thing you want to do, and then writing out your objective. Writing does two things - it makes your commitment real, you can see it and read it. And in written form it can be used to remind you where your focus should be. Visual triggers are not to be underestimated. They are powerful tools that help keep distractions in check.

On the next page is the template. It's editable, so you can save and re-use it. Just pop your cursor in a field and start typing. You can use the tab key to navigate to the next field. You can print it out, or you can leave the document open on your desktop so it stays front and center. You can also write your commitment on a post it note. Whatever works for you. The important thing is that you capture your commitment in text form and keep it in sight.

If you have questions about this, please feel free to [pop over to Facebook](#) and ask away! And if you're so inclined, I'd be thrilled if you'd take a moment and hit the 'like' button.

You can also [join our private Facebook group](#) for ideas, support, and special members only goodies! You can find us [here](#). Just click the join group button and I'll let you in.



And if you haven't already, you might want to [sign up for the E.S.C.A.P.E. Clutter and Get Organized E-Course](#). You'll learn how to declutter, organize, and simplify your whole life in six simple steps.....and it's free!



My Focus For Today.....

The most important thing I need to do today is.....

I am committed to completing this by the end of the day.

My first step is....

Then I will need to....

And finally I will....

If I accomplish this I will feel productive and pleased with my progress!

Do what you can, with what you have, where you are.

~ Theodore Roosevelt