



help@drpamrussell.com

Dr. Pam Russell, LLC.

752 Blanding Blvd. #131 - Orange Park, FL 32065

904-830-0737 Phone • 904-272-5603 Fax

www.drpamrussell.com

Solutions for being Stressed/ Overwhelmed

Life is a challenge. It does not matter what career path you are on or if you are a stay-at-home mom. Entrepreneur, employee, manager, leader, in the office or at home, all are a lot of work and stress. No matter how strong you are, at some point you *will* feel overwhelmed. It's just a part of life, especially now in a time with constant change and challenges. There will always be too many ideas, too many deadlines, and not enough time to fit it all in. Fortunately, there are steps you can take to ensure you're caring for yourself and all of your other responsibilities at the same time.

Shutting down is not an option. Here are some simple strategies, tools and tips to help you reduce the burden and cope with the chaos.

1. Delegate, Delegate, Delegate

You will always have countless responsibilities and many roles to play. If you're trying to do everything yourself, you will most probably end up being overwhelmed and stressed. It may seem difficult to relinquish control. However, delegating some of your more routine tasks gives you the opportunity to work on those things you should not delegate. Also look into ways you can automate activities to streamline other time-consuming work.

2. Have a Plan (Project Management)

First, identify milestones for what you are trying to accomplish your project (i.e. the steps required). Then, just as you schedule meetings with clients, co-worker, teachers, etc. schedule specific times for these tasks. Having a timeline eliminates the stress of worrying about whether you'll get everything done, and scheduling tasks according to the timeline will ensure you stay on track and are not overwhelmed at the last minute.

3. Lay Out Your Day

Whichever calendar you pick, use it to map out your day. That will maximize your time and productivity. The calendar helps you see what you have to do. Use it to schedule things that make the day flow smoothly. Get in tune with your own flow. Know when you are most productive, most creative, most focused. Schedule the tasks that fit with that time. Knowing your typical peaks throughout the day will help you manage your time better and produce better quality work.

4. Build a Support Community

We all can feel isolated, especially sense people are limiting their in-person contact. Having an online support system can help a lot. The internet allows us to connect virtually with other people who are in the same shoes. Sites like Reddit, Facebook, LinkedIn, Instagram, Quora, etc. can help you find a group of like-minded people you can turn to for support, advice, and ideas.

5. Learn to Say No

This can be hard for anyone. You may want to say yes to everything and everyone. You might even think it will make you a better boss, a better employee, a better family member, a better _____. However, if you're saying yes to everything, you're not focusing your efforts, and nothing gets done. Train yourself to recognize when you've reached your limit and to actually say no to anything else. Only you can overbook yourself.

6. Keep an Organized Workspace

Keeping your workspace organized is more than just a preference. Studies have shown that a clean and organized workspace actually boosts productivity. Organize your workspace in order to get your hands on anything you need in 60 seconds or less. Find an easy-to-remember, intuitive place, and make sure that they always get returned to that place. This will reduce the stress and wasted time digging through drawers or scrambling through documents.

7. Focus on One Task at a Time

A clear head is just as important as a clear workspace. It can often be difficult to focus on one task when you have so many others you need to accomplish swirling around in your head. (see item 10). However you handle it, the important thing is to give all of your attention to the task at hand and avoid thinking about the other ones you're not working on right then.

8. Don't Neglect Your Physical & Mental Health

No matter how important your tasks are, get out of the habit of putting them first and yourself last all the time. Care for your mental and physical health can make a tremendous difference in combating being stressed and overwhelmed. Carve out time to establish a morning routine. Prayer, meditation, exercise, and some quiet time before diving into your schedule can go a long way to establishing a sense of calm that will continue throughout your day. Also, take time throughout the day to taking deep breaths, walking around, and drinking plenty of water.

9. Give Yourself a Break

You work hard and many times you're your own worst critic. If you are not careful, you blame yourself for challenges out of your control and push yourself to work longer and harder. It's important to give yourself a break, both figuratively and literally. Take an actual break. A day off or even a couple of hours off to relax and unwind can do a world of good for you and for those you work with.

10. Take a Deep Breath

When you're overwhelmed, or feeling stressed, it's hard to think clearly. And when you're not focused and thinking clearly, you're more likely to make a poor decision or struggle to get things done. The first and most important step when you're feeling stressed is to relax. Deep breathing, which is also known as diaphragmatic breathing, is a simple but powerful technique for dealing with stress.

11. Write it Down

Carrying everything around with you in your head is a surefire way to end up overwhelmed. Write your thoughts, reminders, and ideas throughout the day. This is not a to-do list. This is a way of making sure you won't forget them. Just having things out of your head and on paper can help to quiet the chaos, and help you realize everything you have to do will not take as long as it seemed when it was in your head. You can always look back at the list and move them to their proper place, such as to your to-do list, your reminder app, or a specific project file.

12. Make Time for Family & Friends

Your loved ones want to see you achieve your dreams. Their support can be hugely energizing, so it's important to make sure you're setting aside time for them. You can easily continue to bump your lunch date with a friend/family member over and over to do "more important things". But spending time with those who love, understand, and support you is critical to your success. Resist the urge to keep shuffling them off into the distance on your calendar.

13. Make Transition Time

Working until bedtime and then going to sleep with an active and cluttered mind will decrease the quality of your sleep. You should transition between finishing work and falling asleep. Give your mind a chance to relax. You could watch an episode of your favorite show, read a book, talk with family/friends/spouse, listen to music, etc. Giving yourself a chance to wind down helps you rest and wake up feeling more refreshed and less overwhelmed.

14. Focus On Process, Not Outcome

It's great to have a vision or goals that drive and motivate us. They give direction. However, it is important to enjoy the journey. That is the difference between process and outcome.

15. Learn to Manage Your Ideas

It can be frustrating when you realize that there just isn't enough time for you to do everything in the day or in this lifetime. It's not about doing lots of things. It's about doing things that really matter and help you make a positive impact in people's lives. Remind yourself every day that it's not about getting more done. It's about getting results that matter.