

**10 Coping Strategies
FOR OVERWHELM AND
OVERWHELMING TIMES
Checklist**

10 Coping Strategies For Overwhelm And Overwhelming Times

Manage Overwhelm-Inducing Thoughts

- ✓ Stop focusing on the unpredictability of life or allowing your thoughts to get out of control, to prevent additional stress.
- ✓ Pay plenty of attention to the thoughts you think and the stories you tell yourself to prevent paralyzing yourself in this critical time.
- ✓ Eliminate overwhelm inducing thoughts so you can take action and move into problem-solving mode.
- ✓ Stop multitasking, which can result in your actually getting less done. Prioritize.

Let The Ball Drop

- ✓ Realize that you cannot juggle everything and you shouldn't have to.
- ✓ Focus on what really matters and let go of everything else by managing your time more effectively.
- ✓ Remove any professional/personal commitments that are unnecessary or unimportant at least for the time being.
- ✓ Delegate the tasks that are important but aren't worth your time.
- ✓ Defer any non-critical tasks to a later time.
- ✓ Focus only on what is urgent and important now, and don't sweat the rest.

Build Boundaries

- ✓ Set boundaries to maintain a balanced, healthy life.
- ✓ Identify your limitations.
- ✓ Tune into your inner-self and get to know your feelings better.

- ✓ Be honest and direct and not just with the people in your life, but with yourself.
- ✓ Permit yourself to say no!
- ✓ Develop more self-awareness so you can understand what you can and cannot handle during stress filled times.
- ✓ Seek support and help.
- ✓ Practice self-care by making yourself a priority.
- ✓ Be assertive.
- ✓ Practice time-blocking, which is where you schedule your time. Doing this will allow you to add self-care blocks of time, as well as flexible spots for if something comes up.

One Step At A Time

- ✓ Take things one day at a time.
- ✓ Take things one minute at a time.
- ✓ Take things one step at a time.
- ✓ Take the time to change your energy and hit the reset button.

A Moment Of Meditation

- ✓ Meditate to manage stress, it really works!
- ✓ Start the exercise by simply spending five minutes in total silence. You don't have to do anything but breathe and embrace the stillness around you.

Forget The What ifs

- ✓ What ifs only exacerbate stress
- ✓ Don't ask what if, ask what is next?

Positive Disconnection

- ✓ Take time to disconnect from the world and go off-grid to get your stressors under control.
- ✓ Put your phone down, turn off your laptop, and focus on the people you love.
- ✓ Sit in silence on a grassy field and breathe fresh air.
- ✓ Use an app blocker that will cut you off at certain points of the day.

Identify Stressors

- ✓ Identify your stressors, so you are in a better position to cope with overwhelm. Identify your emotional stressors- anxiety and fear as well as encompassing personality traits such as pessimism or perfectionism.
- ✓ Identify your familial stressors- financial issues, unruly children, empty-nest syndrome, and relationship problems can all create a feeling of overwhelm if left unresolved.
- ✓ Identify your social stressors- social situations, dating, public speaking, etc.
- ✓ Identify changes- having a baby, breaks ups, new job, getting married, empty nest syndrome, etc.
- ✓ Identify work stressors
- ✓ Identify other stressors- decision stressors, physical stressors, pain, and illness.
- ✓ Categorize your stressors to make it easier to manage them.

Build A Plan

- ✓ Take a look at the list of stressors you created in the last step.
- ✓ Make a plan to address the most pressing ones.
- ✓ Eliminate those you can.
- ✓ For those that you cannot eliminate, reduce their intensity.

- ✓ Go through your stressor list and write an E next to everything you can eliminate, put an I next to those things whose intensity you can reduce, and then use a C to mark the stressors you need to cope with.
- ✓ If there is an E or an I, you can write out how you plan to tackle them. For the rest, you can choose which coping strategies will work best and build a plan putting it all together.

Be Realistic

- ✓ If you create a giant to-do list that stresses you out because it's impossible to complete, then you're adding stress.
- ✓ Be realistic and remember that you only have 24 hours in a day and you should be sleeping for at least seven of those.
- ✓ Be ambitious with your goals but be realistic with the time it will take to get there.