



## What to Do In Overwhelm

Hi! I'm Sharon Jurd and welcome to my Biz Blitz video and today I want to talk to you about **what do you do when you're in overwhelm?** Occasionally we all get this way when there is just so much to do and so little time to do it in and what happens is, when you get into overwhelm is, nothing gets done because you're going, "what should I do?", "there's too much to do" and there are all these voices in your head saying stuff and then nothing gets done.

I want to share with you today three strategies that help you overcome the overwhelm.

First, **acknowledge that you are in overwhelm**, that you have got too much on your plate, that you don't have enough time to get it all done. Once you admit that to yourself instead of running around like a pork chop, then you can start working on getting out of the overwhelm. Point number one, just acknowledge you're there, take a deep breath and go, "Yep, I'm in overwhelm. What am I going to do about it"

Point number two, **list the five things that you need to do immediately**. If you've got ten, twenty, thirty, a hundred things to do, list the five things that you need to do right now. These are at the top of the list and then what you do with those five things, you say, "what are the five things that I need to do for each of those." Keep breaking them down into smaller chunks. If you've got Point Number 1 on your five things, what are the first five things you need to do to get that one thing done? And then start working on the chunked down points.

That brings me to my third point today, **take action**. Take action on working on those little chunks rather than the big picture and you'll find that after you start ticking a few of these off, you'll actually get closer to completing your tasks than you ever thought possible.



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So there are my points today. One, acknowledge that you are in overwhelm. Two, keep chunking down by five points – what are the five things I need to do today and then five things to get each of those done. And then take action, start working on those smaller chunks and you'll get through it and you won't think about the overwhelm again.

I'm Sharon Jurd, thank you for listening today. If you think this video is of value to your friends, family or colleagues, please share it out. I want to share my message to as many people as I can and I need your help to do that. I'll talk to you soon.