



Great advice by Stacie Swift

Six Tip for when overwhelm hits:

### 1. Do what you can

- Have a realistic to-do list
- Be honest with yourself and work out what you can feasibly complete.
- You may have to take it easy at the beginning, as you start working again and build up as you go

- You may have to let go of some plans and ideas altogether – for now.
- Write down those ideas and plans so you can get to them later when you feel stronger

## 2. Say no

- There is always another commitment, another request, another job
- Start to say no to those that are too much
- Be protective of your time and energy
- Some things can wait
- You are more important than those many demands on your time and energy

## 3. Take it one step at a time

- You can accomplish even the biggest, seemingly impossible tasks, if you approach them in incremental steps
- When things feel daunting, focus on individual actions you can take to meet the bigger goal.
- How does one eat an elephant? One bite at a time.
- So divide whatever you need to do into little chunks, and focus on one at a time. Before you know it, you have accomplished more than you think.
- This is the one time you need to stop looking at the bigger picture and stop worrying.

## 4. Avoid distractions

- Limit your social media, limit your phone use – you really don't need to read what everyone else is posting
- Use the time wisely
- Avoid multitasking – so more can be done, more efficiently.

## 5. Stop and breathe

- Have a break
- BREATHE – long, slow, deep breaths
- Spend time doing something you enjoy, every day
- Don't forget to take a deep breath to recalibrate and refocus.

## 6. Remember – **YOU GOT THIS**