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