

[BE FOUNDATIONS] OVERWHELM



When our brains get overwhelmed, we make bad decisions and get dumber. Use this worksheet to fight OVERWHELM (personally and with customers).

1) WRITE THINGS DOWN

Our brains see something you take the time to write down as more important
Get as much as possible out of your brain: calendar, to do list, alerts on your phone, reminders from CRM or email, you name it! Where will you start?

2) DO ONE THING AT A TIME

Multitasking is a myth - prioritize and move through the to do list one at a time
What is the first thing you will do?

3) MAKE IT A PATTERN (OR HABIT)

Important things need calendar space. What do you need to do consistently?
For example: Like, comment and share 3 posts (from others) on LinkedIn daily: 8:00-8:30

4) HAVE A GOAL

Not sure what to prioritize and make a habit? Use episode 29 to set your goal!
You only get 1 (max 3) for the year (combined personal and business).

5) INCORPORATE BREATHING ROOM AND CHECK INS

It may be tempting, but don't push past the point of fatigue (causes battery brain)
What breaks will you do every day? Stand up and stretch. Go for a walk. Say hello to someone. Make sure it is intentional and timed so you don't get too distracted and off task.

**WANT
HELP?**

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