

# Overcome Overwhelm Worksheet<sup>®</sup>

## Part 1 Instructions

1. Write down all the things that currently have your attention and are overwhelming you (to-dos, errands, projects, personal, professional, etc.)—capture one item per line below.
2. Evaluate each individual item considering your current bandwidth (time, energy, resources)—should you DO it, DECLINE it, or RENEGOTIATE it?

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## Part 2 Instructions

Looking at the whole list of commitments you've captured and the decisions you've made about each, consider the following:

1. Is there a balance, in terms of the number of items you decided to DO, DECLINE or RENEGOTIATE?
2. If you have too many items that you said you want to "DO," which should you consider declining or renegotiating?
3. For items you need to decline or renegotiate, prepare and hold the conversation.