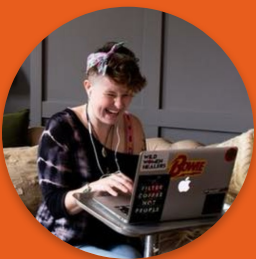


# Slaying Overwhelm in 5 Easy Steps



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## **Overwhelm Ain't no Joke!**

Do you feel like you are in a state of permanent overwhelm?. Great news – You are not alone. Many people feel like they can't get ahold of their to-do list or their emotions. That one wrong move and the spinning plates they are juggling will come crashing down. Real talk – this is no way to live! Enter the Slaying Overwhelm Process – a 3-step approach to help you get clear on what you should focus on and start taking action on those tasks and goals. The best part about this process, it's repeatable. So anytime you are feeling overwhelm pull out this process and turn your mountains into molehills and start shining brighter!



## Step 1

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### Illumination Station - Make an exhaustive list of #AllTheThings

Grab a pen and paper(s). I want you to set a timer for 5-minutes and start to list all the things that are making you feel overwhelmed. This is a judgement free exercise. Imagine your mind is a free-flowing faucet. Let those tasks, thoughts, and nagging to-do's flow from your mind onto the paper





## Step 2

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# Identify and Eliminate What You Can Not Control!

HOORAY! You made the list. Now – grab a marker and get ready to downsize. I want you to cross out anything on the list that you have no control over. These things could be items that are things you may want to change about other people or tasks that you can have no control over. For example, your loved one is ill and you want them to get better. This is tough, but it's not something you can control – so for this exercise we are going to remove it from the list.

**So set that timer for 5-minutes and start to cross things off...**



## Step 3

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# Identify and Eliminate What Doesn't Light You Up!

BOOOOM! The list should already be shorter. Next is removing the items that do not light you up. Commitments and obligations carry an energy that weighs us down. Releasing them might disappoint some people but it will ultimately free you up. When you choose what gets you excited and what makes you excited to show up and dive into the tasks at hand, you are more likely to feel productive and generate momentum to start to move away from overwhelm. Sure there are some mundane things that we will always have to show up too, but knowing and owning what we can let go of provides lightness and clarity.

**Let's set that timer for 5-minutes and let go of the things that aren't serving you...**



## Step 4

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# After the Exhaustive List Making is Over...

It's time to start owning that these things on your list are there for a reason. Grab a pen and start to journal about your WHY

**Answers these prompts for each item:**

1. Why does this task matter to me?
2. Why have I pushed it off or avoided getting it done?
3. How do I feel right now?
4. What are the smaller steps to get this done?
5. Can I add these smaller steps to my calendar

**Next up – Grab your calendar, we're about to prioritize**



## Step 5

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# Ready, Set, GO!

It's time to do the last three steps for getting clear on what needs to happen next. You'll need to follow these steps for the all the items that remain on your list.

1. **Prioritize** – put numbers next to each item and begin to determine which needs your attention first.
2. **Break it Down** – Take those top tasks and break them down into smaller bite-by-bite pieces
3. **Schedule** – Start to schedule the tasks from your top 3 priorities
4. **Action** – Find accountability and start showing up to take action to move out of overwhelm in 20-minute chunks



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