

9 Ways to Ease Overwhelm



- ➡ **Make your bed.** There is something true about the adage that the state of your bed is the state of your head.
- ➡ **Set your phone to automatically go into silent mode an hour before your bedtime.** Enjoy the peace and quiet.
- ➡ **Develop a way to “give good no.”** As in: “Thank you so much for asking, but that isn’t going to work out for me right now.”
- ➡ **Turn off your TV unless you intend to watch something specific.** Never watch commercials—record your show and skip through them.
- ➡ **Eat at least one meal a day without doing anything else at the same time.** No driving, reading, or responding to email.
- ➡ **Make decisions about routine things once.** Buy the same brands at the grocery store every time; get the same outfit in different colors so you don’t have to decide what to wear every morning; prepare the same basic meals most week days.
- ➡ **Clean out one drawer or shelf a day.** Eventually, everything in your home will have a place, and this will make it easy to find what you need when you need it.
- ➡ **Establish “predictable time off” with your colleagues and family.** When will you commit to not working? Start with dinnertime, work up to weekends.
- ➡ **Stop multi-tasking.** It makes you error prone, and even though you think you’re getting more done, it’s actually quite inefficient.

