



# OH NO OVERWHELM

*From chaos to calm to clarity*

@headstrongsoph  
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# HEY TEAM, SOPH HERE

## Welcome to OH NO OVERWHELM

- A guide to curing your overwhelm from chaos to calm to clarity -

We all know that feeling of overwhelm; that sick, heavy feeling of so much to do, so little time. I'm all too familiar with these thoughts so I've created a guide to share the holy grail mindset hacks for curing them!

This guide is for you if you ever:

- > Feel that mental fatigue from having a lot on your plate
- > Multi-task but don't necessarily get a lot done
- > Fear not achieving everything that you set out to do
- > Stress about and procrastinate doing tasks at hand
- > Struggle to get past how much you have to do

OH NO OVERWHELM will take you through journalling prompts and tools as follows:

- > Rest and reflect
- > Plan and decide
- > Action and reframe

Keep an open mind, be intentional about clearing your overwhelm and let me know how you go! I love hearing your updates and progress so flick me a message or tag me on IG @headstrongsoph.



Best,  
Soph x



Keen to work more with me?

Slide into my DMs on Instagram or check out [headstrong.nz](http://headstrong.nz)



## - Rest and Reflect -

The first step to curing overwhelm is to slow the heck down...

When your brain is operating at a million miles an hour and flitting between all the tasks you need to do, overwhelm is just the product of going too fast.

Take some time to slow:

- Be still
- Meditate or do breath work
- Go for a walk around the block
- Take a mini nap

> MY ACTION FOR CALM:

The key here is to instil calm so that we can make room for clarity.

Now that we're still let's understand the WHAT...

Brain dump: write down everything on your mind. What do you need to do?  
What's taking up all that brain space?

I'M OVERWHELMED BECAUSE... <

Okay, so WHY are you overwhelmed?

- Juggling too many things at once?
- Scheduling in too much each day?
- Trying to please everyone?
- Doing everything perfectly rather than just having it done?

Get intentional: lets set an intention.

Being super clear on who and how we want to be allows us to step into that sooner, aka now. Start with "I am..."

> IN ELIMINATING MY OVERWHELM I AM...





## - Plan and Decide -

Once we are calm we can get really clear on going forward.

> From your brain dump write down what is in your control and what you can/want/get to do:

> From your brain dump write down what is out of your control and what you want to let go of:

Now let's reverse engineer the next 14 days. How can you spread your workload? **Decide ONE important task for each day. Start with two weeks out and choose what you want to get done by then. After that you can work back to today.**

### WEEK ONE

### DAY

### WEEK TWO

1

8

2

9

3

10

4

11

5

12

6

13

7

14

Start here ^^^





## - Action and Reframe -

Simply thinking about what you want to achieve isn't going to cut it; the only thing that can change your reality is action. This is the key step to reducing overwhelm, getting tasks done and becoming the bigger, brighter, best YOU.

I'm committed to taking action in order to reduce how overwhelmed I feel:

Tick the box if you agree AND write below what act you are committed to...

> THE ACTION I'M COMMITTED TO TAKING TODAY TO REDUCE MY OVERWHELM:

Here at Headstrong we highly recommend you get yourself an accountability buddy aka someone to hold you to your word. Find someone reliable and responsible who you can tell your intended actions to, and who will follow up to make sure you've done what you said!

The person who will hold me accountable >

*Yassss - what a way to reduce your overwhelm! From chaos to calm to clarity, I hope you are stoked with your progress. Remember that challenge is simply the breeding ground for PRIDE, and that the process is 100% YOU. You've got this.*

> GO-TO REFRAME:

Still battling? Apply a different perspective to your overwhelm by REFRAMING it. To reframe is to dispute how you are currently thinking and feeling by challenging that with a more positive or beneficial viewpoint. Whether or not we are feeling overwhelmed is based on how we perceive our situation, so let's change that!

- > What is the most valuable use of my time right now?
- > What would curing my overwhelm look like if it were easy?
- > Who is really making me feel overwhelmed? Is it up to me?
- > Will the tasks at hand matter in a month or in a year?
- > What resources could I use to help me manage this?
- > What would your higher 2.0 self advise you to do?





Tag me!  
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