Eliminate Business Overwhelm

Prevent Stress and Avoid Burnout As You Increase Your Productivity and Efficiency

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Course Book

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Introduction

Overwhelm is one of the most common complaints among business owners and entrepreneurs. It can hit you at any stage, regardless of whether you're a start-up or a mature business.

You'll recognize the feeling when you jump from project to project without completing anything. Or, it can hit you like paralysis, stopping you in your tracks before you even get started.

Feeling overwhelmed can wreak havoc on your business. If you let it continue without addressing it, not only will your business suffer, but so will you.

The good news is that you have the power to regain control and be the calm, efficient business person you know you're capable of. You just need to know the steps to conquering overwhelm.

This course will teach you how to eliminate overwhelm and reduce stress in your business. You'll learn the essential techniques and strategies to bring your overwhelm under control so you can once again breathe easily. You'll discover how to plan, prioritize, and manage your workload effectively, how to find more precious hours in your day, and how to return to a balanced life where you can see your family and friends more often. You'll find everything you need to take back control and eliminate overwhelm to become more productive and successful in future.

Learning Objectives:

By the time you complete this course, you'll be able to:

➢ Evaluate your current situation, so you are aware of what issues to address to bring about change

➢ Get all pending tasks out of your head and divide them into manageable chunks, so that you free up thinking space and retake control

➢ Apply a simple prioritizing technique to your task list, so you ensure you get the important tasks dealt with first

➢ Reduce the size of your to-do list by eliminating or delegating tasks, so you can focus on the key tasks that will achieve your business goals

➢ Schedule your key tasks to reflect the time needed to complete them at your best energy times, so that you accurately plan their successful achievement

➢ Eliminate time wasters and drains on your energy, so you get the most out of every minute of the day

➢ Organize your work space and work tools to make the most of your time, so that you work efficiently on a day-to-day basis

➢ Avoid email overwhelm by implementing a system for managing your emails efficiently, so you don't waste time on emails anymore

➢ Avoid social media overwhelm by being proactive and disciplined, so you save time and get greater results from your social media connections

➢ Recognize the effects of stress and identify your own signs and symptoms of stress, so you know what you need to address to prevent detrimental long-term effects

➢ Establish a balanced lifestyle that suits your circumstances, so you can live a more composed, stress-free life

➢ Use techniques to reduce stress at an early stage before it becomes burnout, so you remain centered, calm, and healthy

➢ Consolidate and implement your learning and plan future action steps, so you can achieve the goals you set for this course.

This course is broken down into 3 major modules and individual lessons to take you step-by-step through the ways to prevent burnout and improve your productivity.

The modules follow a logical order, so while you can skip around if you want, it's best to work through them one at a time.

As you go through each module, use your Action Guide to help you complete the Action Steps at the end of each.

Expectations

Before we start the course, take a minute to think about what you want to get out of it.

In the Action Guide, write down three skills you expect to gain.

Now that you're clear about what you want this course to deliver, we can get started.

Module 1 - Identify Your Areas of Overwhelm

If you're experiencing overwhelm, chances are you're feeling pretty stressed. This stressful state, if it continues, will do damage to yourself and your business. The good news is that there is a way out of stress and overwhelm. But until you're fully aware of your current situation, you can't do anything to change it.

In this first module, you'll identify your starting point so you can move forward to make improvements.

What's Stressing You Out Most?

Though overwhelm is an extremely common feeling among business owners, many struggle to find healthy, productive ways to cope with it.

The feeling of overwhelm often comes when you don't have enough time to finish a task, or you're left with a long to-do list at the end of the day. When you're in business, there is always more you could do. You don't have enough hours in the day to do absolutely everything. Accept that as a given. It's your starting point so you can get on your way to finding a positive solution.

Acknowledge how you feel and don't pretend everything is fine. Until you're aware that there is a situation that needs tackling, you won't be able to do anything to improve it.
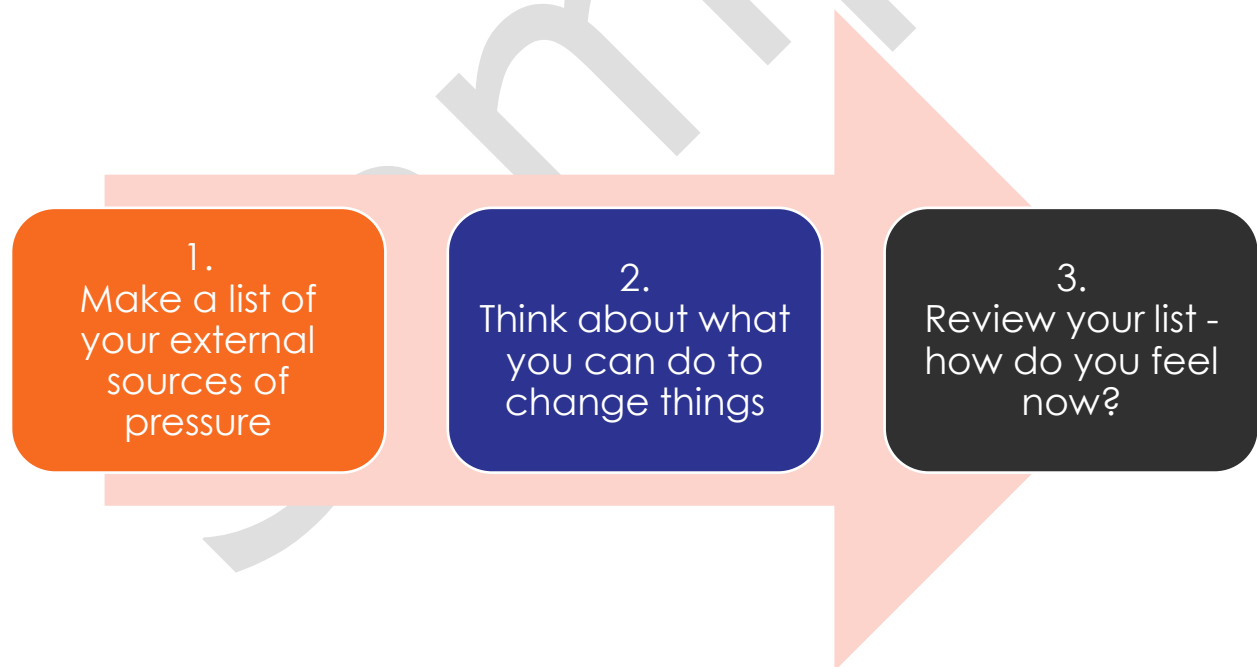
Overwhelm and stress go hand in hand. Stress is our reaction to an outside stimulus, not the stimulus itself. It's an individual response which is different for everyone.

Let's say that you're worried about making enough income this month and your accountant calls you. For some people, as soon as they see the accountant's number flash up on their 'phone, they'll immediately feel stressed because they worry it's bad financial news. For someone else, seeing that number might make them think, "Great! This must mean my tax rebate has come through." The stimulus is the same (the accountant calling you) but the response is different.

The first step to reducing stress is to identify common stressors in your life.

Events like the death of a partner, a divorce, moving house, etc. rate high on the list of life stressors for everybody, but you will have your own individual pressures to which you respond either negatively or positively.

To get a handle on your stressors, complete this exercise:

1. Make a list of your external sources of pressure	2. Think about what you can do to change things	3. Review your list - how do you feel now?

1. Make a list of your external sources of pressure at the moment. These could be things like unclear objectives, insufficient revenue, chronic illness, not enough people to delegate to, cramped workspace, lack of help in the home, and so on. There are no predefined 'major' or 'minor' stessors – it's how you view them that counts.

2. Once you've made your list, think about what you can do to change things. If you aren't prepared to take that action, then note that. In almost every situation in life there is an element of choice, even though it sometimes doesn't feel that way. For example, if you work from home in a corner of your bedroom and feel that your business is invading your personal life, you could explore the option of using another room, adding on an extension to your home, or renting office space nearby. Some people facing this stressor will act on these alternatives, but many will not. An important way to relieve pressure is to accept that you have choice. Even if you choose to do nothing, you have exercised that choice.

3. Review your list and your action points. How do you feel about each situation now?

Where Are You Spending Your Time?

You now know and accept that you won't get everything done every day. But you'd still like to find more time in the day.

Often, people are unaware of how they really spend their time. They may have a vague idea, but they aren't sure of the specifics. In order to really assess how you spend your day, you need to collect some data on yourself.

The first step is to not assume that you already know exactly how you spend your time. You won't really know until you record all your activities during a typical work week. You may find that you're spending hours on things you hadn't even realized were taking up your time.

ATTENTION:

This is only an excerpt from our full course **Eliminate Business Overwhelm.** The full, customizable course contains 5 major modules and Action Steps.

When you purchase a license for the course, you'll receive the editable files for the Course Book, Action Guide, graphics, social posts, and other resources.