

7-Step Checklist To Feel Less Overwhelmed



- ✓ Inhale and calm the mind by taking three deep breaths. Exhale, pushing the air out from your lungs making a 'HA' sound.
- ✓ Help the shoulders and neck to relax with some gentle stretches to reduce tension.
- ✓ Stop multitasking and try focusing only on the highest priority task.
- ✓ Break the task down into smaller individual milestones. This will help calm the mind and make the challenge feel more achievable.
- ✓ Take a short break, ideally a walk in nature to clear your mind and reconnect with yourself.
- ✓ Unburden emotions and stress by talking to a good listener, or write down how you feel.
- ✓ Don't feel afraid to ask for help from a mentor, colleague, manager, or close friend. We naturally experience a sense of release after sharing our feelings with others. Being supported and understood makes us feel less isolated and more positive.