What to Do When You’re Feeling Overwhelmed

There can be a number of things that happen in our lives that distract us, drain us or keep us from being effective in what we do. When these factors interfere with or prevent us from solving problems or completing tasks, the result is often a feeling of being overwhelmed. What adds to this terrible feeling is that the more we feel overwhelmed the less effective we will be in resolving problems or difficulties or in completing tasks, and then new problems, situations and tasks arise that pile on top of the ones we already had. The result in that we feel that there is a mountain of things to contend with and we don’t have enough energy or wits to deal with any of them. Here are some strategies to help you feel less overwhelmed and to help get you out from under the mounting tasks.

1. Realize your limits. The first limit is that there are only 24 hours in everyone’s day. Don’t burn up time, energy and effort trying to do several tasks at once. Do one task at a time and finish it. It might seem like it’s taking forever to get the mountain knocked down, but at least you know that the one task that you worked on is completely finished and you won’t have to think about it again. Then it’s on to the next task.
2. Acknowledge and give yourself credit for each of the things you accomplish, don’t berate yourself for how much further you have to go. Each thing you complete is one less thing you have to deal with. That’s a real accomplishment, so acknowledge it as such.
3. Utilize the strategies in one of the following links:

Problem-solving

Time Management

Stress Management

Decision-making

Productivity Blockers

Assertiveness