I have a magic wand for you. When you wave it over any feelings of overwhelm, you will make them magically disappear! Sounds unbelievable, doesn’t it? Well, it’s not. It will require some work and focus on your part, but you can totally do this!

You truly can have a fulfilling and joyful life without feeling like you have to max yourself out and take on more and more responsibility. You only have so much time in the day, right?

You want a fulfilling and successful career but it feels like it’s in conflict with your desire to have a meaningful and satisfying personal life.

How is your self-care? You probably don’t take care of yourself like you want to. Most of us don’t. You also probably don’t allow yourself time to completely unplug from email, voice mail, and social media. I get it.

You struggle with all the roles you play in life – spouse, mother, leader, friend, sister, daughter. You want to be the best you can be but frequently you feel guilty and inadequate.

You are stressed out and your health and personal relationships may be suffering as a result. You may even feel stuck or confused about what to do next and are afraid of making the “wrong” choice.

Is it difficult for you to say “no?” What about setting boundaries? Is that hard for you or perhaps your boundaries are too rigid?

I get it, believe me. I was the Queen of Overwhelm!

You see, I used to be a mess – a real mess. I had a superwoman cape that I wore proudly. Then, one afternoon while doing the dishes inside of the exact life I worked very hard to create – the one I thought was ideal with an amazing husband, wonderful daughter, beautiful home, successful career – I had a complete and total breakdown.
Luckily, this led to a huge breakthrough for me. I revamped my whole approach to my life so that I never feel overwhelmed like that anymore – and I still get to enjoy all of the things I dreamed of having in my life!

I know this probably sounds quite impossible to you but I assure you, it’s not.

I am so grateful for my breakdown because it has helped me teach other career-driven women how to let go of their superwoman capes and yet, feel more powerful than they ever have before!

**So, back to this magic wand I have for you…when used properly, it will help you:**

+ feel more powerful and in control of your life
+ become radically clear on what is truly important
+ save time, increase focus, be more intentional
+ release control and allow more ease and grace
+ create a schedule and structure that works for you

If you are serious about letting go of overwhelm as being a way of life and are ready to make REAL changes, what I’m going to share with you will be of great benefit.

This is not your typical productivity tool. What I am sharing with you are proven strategies that work.

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If you are serious about letting go of overwhelm as being a way of life and are ready to make REAL changes, what I’m going to share with you will be of great benefit.
The 4 Steps to Never Feeling Overwhelmed Again are the result of my helping hundreds of women, just like you. Women who are career-driven, juggling many important roles and responsibilities – and committed to being happy through it all.

I want you to know that it really is possible to create a fulfilling and joyful life with room for your exciting career as well as your commitments and dreams outside of work. Yes, indeed!

I am excited to share these four steps with you and can’t wait to hear about all the magic you create in your life as a result of implementing them!

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**Step 1** Separate & Evaluate

Let’s see if this resonates with you. You are going about your day, like you always do, focusing on getting tasks done, attending meetings, reading and responding to email. You keep thinking that if you just answer these last few emails, make these next few phone calls, you will finally have things under control.

Yet, the emails come in faster than you can handle them. An important client has a last minute request. Then your phone rings - your child is sick and needs to be picked up from school. You suddenly realize you need to attend a meeting that afternoon that you didn’t have on your calendar.

You feel totally and completely overwhelmed. You have no idea how you are going to get everything done.
You feel a heaviness in your shoulders, your neck is stiff, and you realize your breathing is a little fast and shallow.

**Okay, this is what you do:**
Stop what you are doing and take some deep breaths from your abdomen.

_This is where the magic begins. Stopping and breathing._

Once you feel centered and more grounded, ask yourself, what’s going on? What triggered this feeling of overwhelm in the first place? There is no judgment in this first step. Just noticing and being honest with yourself.

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**Ask Yourself**

- Do you have **too much on your plate**?
- Have you allowed the priorities of others to become your priorities?
- Is **lack of sleep** making it difficult to focus?
- Do you feel like you are obligated to do some things rather than actually wanting to do them?
- When is the last time you did something **just for you** that was pure enjoyment?
Take a moment and jot down some notes about what triggers you:

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_________________________________________________________________

_________________________________________________________________

Once you allow yourself to separate from the overwhelm and look more deeply at the situation, you can evaluate what is really going on.

When you become aware of what triggered the feeling of overwhelm in the first place, it is time to move from a state of panic to problem solving.

When you become aware of what triggered the feeling of overwhelm, it is time to move from state of panic to problem solving.

Step 2  Clarify Purpose & Intention

When I realized I had created a life that was crushing me and leaving me feeling empty, I was astounded. I finally had everything I had dreamed of and yet, here I was, miserable.

As soon as I refocused my energy and attention on the things that truly mattered to me, the weight lifted and I felt full again. It truly was magical.

We can get so caught up in the doing that we forget WHY we are doing it. I want to help you reconnect to your real purpose too. I want you to experience that same magic.
Why do you do, what you do every day? Is it to make money? Sure it is, but earning income is a result of what you are doing, not the reason why. So what is the deeper, underlying reason WHY you are doing what you are doing?

If you are unsure how to answer this question, I invite you to take a moment and reflect on what you do and then ask yourself a series of why questions.

For example, why am I putting so much time and effort into my work? So I can earn more money. Why do I want to earn more money? So I can contribute to my household income and support my family. Why do I want to contribute and support my family? Because I want my family to be happy. Why do I want them to be happy? Because I love them and they are the most important people in my life.

So through this probing, you may discover that your family is the most important thing. Is working really hard the only way to make them happy? Perhaps there are other ways like spending more time with them and less time working or stressing about work.

Create your own series of WHY statements here:

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_________________________________________________________________
_________________________________________________________________

When you become clear on your purpose and intention, you are stepping into your power. It becomes easy to prevent others’ influence and desires to “infect” your priorities. You are able to set healthy boundaries and be direct with others. You know what is truly important to you and your schedule and actions align with those priorities.
Now that you have separated and evaluated your feelings of overwhelm and are fully connected to your purpose and intention, you are ready to release control and allow flow.

My client, Susan, is a great example of the importance of releasing control. She had difficulty letting go of tasks that she believed only she could do. Susan was highly skilled and had an incredible attention to detail. She believed that this was why her customers hired her and the reason she was so successful.

As Susan’s business grew, she needed to hire more people to meet the demand. She was able to delegate some responsibilities to them but was resistant to giving them what she believed only she could do. This resulted in her working lots of extra hours, including nights and weekends.

Susan overworked herself until she became very ill. That’s when she contacted me for help. The first thing she agreed to do was relinquish tasks to others so she wouldn’t have to turn customers away. She decided to give others the tasks she was previously resistant to giving them and now was unable to do herself.

What Susan discovered was quite surprising. There were tasks her staff were able to do more effectively and efficiently than her. She admitted that she had allowed her arrogance to get in the way of what she should have done months earlier.

Are you like Susan? Is arrogance an obstacle for you? If arrogance isn’t stopping you from releasing control, what about fear? You may fear losing your job, being rejected, not being good enough, or some other fear-based belief. Take a moment and explore the underlying reasons for your resistance to letting go.
Jot down some notes here:

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_________________________________________________________________

So how do you know what tasks to let go of and what to hold onto? I encourage my clients to focus on tasks related to their unique gifts and talents and give everything else to others. I am a big advocate of hiring people for their brilliance!

What tasks are you really, really good at and would do all day long for free?

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

What tasks do you keep moving forward in your calendar without completing them? Go into your calendar and delete them! Go ahead, I am giving you permission.

When you are able to fully release and let go, everything just flows. You no longer feel the need to push or resist. If something isn’t going the way you want it to, relax into the belief that it is an opportunity for something greater, a higher purpose. Trust that all is well.
Many years ago I had no boundaries – absolutely none! I wanted everyone to like me so whatever they wanted, I agreed to. As I matured, I realized this approach was not serving me so I started setting boundaries.

This worked for a while until I realized that I was still taking care of others’ needs while neglecting my own. That’s when I went overboard. I created such rigid and tight boundaries that I alienated my family, friends, and everyone around me. It was my way or the highway!

I finally learned how to set healthy boundaries that served my highest good and the highest good of others. It’s a learning process for sure.

So how are your boundaries? Are you like I used to be with no boundaries at all? Have you swung in the opposite direction and established boundaries that are pushing others away?

Take a moment and write down your experience with setting boundaries:

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How are you with structure? Even the word sounds rigid, doesn’t it? I have struggled with structure and honestly still do sometimes. My personality likes to be spontaneous and go with the flow so the thought of scheduling everything sounded very constricting to me. I have learned that putting everything in my calendar and having systems in place has actually created freedom. Now I still have the same personality so I try to have as much unscheduled as possible in my personal life.
So here are some things you can do right now to help you establish boundaries and create some structure. Be sure to take notes as you go.

**Where can you protect your precious time?** Do you need to schedule free time in your calendar so you can strategize and plan ahead or perhaps go for a walk to refresh and clear your head?

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**Are there boundaries you need to set with others?** Perhaps you need to manage the expectations of others with regard to meetings, letting them know that you plan to leave on time whether the agenda is covered or not. Being direct with your expectations creates clarity and safety with those who work with you.

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**Do you need to create structures or systems to support you?** What is one thing you can do TODAY that will feel amazing? Maybe it’s taking 5 minutes to clear your desk, setting a timer for responding to email, or turning off all alerts so you can more easily focus.

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_________________________________________________________________
_________________________________________________________________
Simplify your life! Look for ways to make things easier for you, personally and professionally. This gives you energy and makes you more productive!

Remember that although boundaries and structures sound rigid and confining, they actually create freedom!

You are the designer of your life. YOU have control over whether you feel overwhelmed or not. My sincere hope is that you will implement what I’ve shared here and step into your power!

A Little About Jeanne…

Jeanne helps women realize they can be driven in their career AND be happy at the same time. She does this by encouraging them to rise above, step into their power, and find their voice.

Jeanne has coached hundreds of people on getting past feeling overwhelmed, saving time, minimizing effort, achieving greater joy and fulfillment, and increasing their compensation.

Jeanne has a Master’s degree in Industrial Organizational Psychology and is a Certified Professional Coach.

To learn more about Jeanne, go to www.jeannehenningsen.com/about.