

# REDUCE OVERWHELM & GET STUFF DONE

IN 7 SIMPLE STEPS



How do you feel when you're in overwhelm?

1. Drowning beneath a huge mass.
2. Feeling defeated.
3. Too much being demanded.
4. Strong emotions taking you over.
5. Feeling overpowered by a life situation.

However, overwhelm is impacting you, I know you requested this guide because you're suffering.

Maybe you're working intensely long hours and don't see an end in sight, or you are putting off projects, and the worry about getting them done is wearing you down, or maybe your relationship is on edge, and you don't know how to turn it around.

**It might feel like life keeps throwing you difficulties, almost to test you.**

Here is one thing I know for sure. **Ignoring overwhelm makes things worse. Feeling overwhelmed is a message, a severe message from your unconscious mind.**

Not to scare you, but studies have shown that *the most common time for a heart attack to occur is Monday morning*. I am sure you can surmise why.

**Overwhelm is communicating that something is wrong.** You realize that, but you may not know what is wrong.

You may think that completing the project will resolve the overwhelm, and all will be well. But for most people, the background stress doesn't go away even when they complete the project. It simply moves to another area of life.

I am sure you already know this...

When under stress, your body goes into fight, flight, or freeze mode. Your body prepares to react immediately and strongly to a perceived threat.

Throughout evolution, this is how the lower ancient brain learned to respond to acute stress.

This instinctive response is supposed to be temporary, lasting no more than a few minutes. The problem is that low-level daily stress, the kind we are all exposed to, accumulates and builds into a strong response. It calls up emotional fuel to handle something that is not appropriate to respond in that manner.

We can't fight, run away from, or be paralyzed by everyday life situations or people that disturb or distress us. But the lower brain doesn't reason this out—it simply reacts.

**Sadly, overwhelm can become a habit.** Anything we do repetitively can become a habit. A pattern of overreacting becomes a habit.

We are all under low-level chronic stress. Our brain isn't designed to be under such pressure and can't solve effectively. It needs our higher-reasoning brain to solve the problem and handle challenging life situations.

*And modern life never runs out of new ways to stress us out!*

So, what do we end up doing to get along? We try to manage stressful situations by suppressing our reactions, which means we train ourselves to get used to anxiety rather than heal it.

*Fortunately, there are ways to exist in the front lines of stress while remaining unconscious control, calm, centered and free of anxiety.*

Something you need to know: “You can retrain your brain away from the habit of frustration, anger, or worry.”

*You can learn new coping mechanisms for when stress arises*

**The mind in its natural state is always calm and free of agitation.** Now, most of us may only notice that calm state when we are meditating, relaxing on vacation, or when we are waking up in the morning.

But realize that that is our natural state, and it is possible to operate from that state when faced with stressful events. It just takes training our brain.

The mind is self-correcting and wants to return to a state of balance. **When we operate from the mind's natural state, anxiety automatically decreases.**

In its place, we experience a calm, centered state which always exists beneath the turmoil like the still, silent depths of a lake that are undisturbed by the stormy waves on the surface.

*Therefore, the first action step is to stop resisting the anxious feelings and worries.*

Anything we resist persists. Fear is persuasive; it tries to convince us that the fear is true and real.

These warnings attract our unconscious mind's attention to resolve it, and it may not even be real. But a part of us believes it, so all our attention goes to handle the imaginary problem.

When we stop believing, paying attention to, or suppressing fear through distraction, it begins to lose its power over us.

Most of us are not that skilled at managing fear. Far better is to learn how to take charge of the unconscious mind so that if fear hits us, there is a new habit in place that responds with natural calmness.

It is at that point we have truly freed ourselves from overwhelm.

**Here are seven things you can incorporate right now to turn down the dial of those overwhelming feelings.**

## 1. Get Some Perspective



Catch yourself before a full-blown attack of overwhelm takes you over. **Describe the signs of when you begin to feel overwhelmed by a loved one.** Ask them, if they witness you in that state of mind, to gently touch you on the shoulder and say something like, "you asked me to tell you, step back for a moment."

Stepping away from the point of pressure is essential to gain a healthy focus. Better still, if you can go outside, take your shoes off and stand on the grass or in shallow water for a moment, this will ground and center you. Then close your eyes and focus on your breathing: in and out for just a few minutes. Getting into nature and breathing will restore balance and confidence. At first, you will feel, "I don't have time to do this!" Know that this will happen and do it anyway. Just this tip alone can help you disconnect from the painful cycle of frustration and prevent emotional fuel from being wasted.

## 2. Claim Your Workspace



Before you begin a new project, prepare your space which will minimize overwhelming feelings. Clear your physical desk and your electronic desktop. Bring in only what you need for the current project and when you are ready to switch projects, clear your desk again.

It is amazing how calming a clear desk can feel to your mind. **Your unconscious mind registers everything in your environment,** even items in your desk drawers and closets. Your unconscious mind tracks all your belongings. When it is in disorder, you feel the disorder, which contributes to overwhelm.

When your environment is clutter-free, your mind is calmer.

### 3. Music Calms the Savage Beast Inside our Brain!



I have read that ancient world-class sculptors hired young people to hum or sing while they worked. It inspired peacefulness and made creative flow possible.

You can borrow their wisdom by playing low-volume, relaxing nature music. Choose music that has no words and is gentle and unobtrusive so that you almost don't even notice it.

Below are two links to YouTube videos that will run for hours. Some have beautiful images flowing by as the music plays. The *Yellow Brick Cinema* YouTube channel is one of my favorites.

- <https://www.youtube.com/watch?v=b9nooPrbCCA>
- <https://www.youtube.com/watch?v=JT-Cmgm3Rp0>

Training your brain to be occupied with relaxing music allows your conscious mind to focus creatively on the tasks at hand. The music will naturally calm parts of you that previously were stressed. **Your unconscious mind will also be soothed so that blockers (self-doubt, worry, perfectionism, fear, or other negative thoughts or feelings) don't distract you.**

#### 4. Choose Your Confidants Wisely



At times, we all need to talk out what is troubling us. **Being selective about whom we reveal our problems to is very important.** When we blurt out our worries to someone who is already under pressure, you'll feel your stress and then their stress coming back at you. Double trouble!

This may sound like obvious advice, and you may think only a deeply asleep person would unload on an already stressed friend.

Sometimes we forget the obvious and do things that make no sense. When we are caught up in overwhelm, we can't expect ourselves to think rationally. At those moments, we crave relief, and a common habit is to talk things out with a trusted friend.

#### Who do you go to decompress?

Take a moment now and write in the box below the people for whom you ALWAYS feel better after talking with them.

Good. Now think about the people you talk to the most. Your go-to people when you're stressed. Record their names in the box below.

Now read what you wrote in each box.

Are the same names in both boxes? If they aren't, it is evidence that there is self-sabotage going on. There's a part of you that goes on automatic pilot and reaches out to people who can be inadvertently doubling your stress. They simply aren't in a mind space to help.

## 5. Gain Control of the Demands of Email



If you are like most people, you have an out-of-control email inbox. You probably subscribed to something months ago and didn't unsubscribe when you got what you needed. Your inbox is likely filled with information you don't need.

Take 15 minutes now and unsubscribe from old newsletters and email lists.

Don't give a second thought about unsubscribing; as you know, you can find those lists again if you need to in the future. The only lists coming to you are those of current interest.

***Anything else is clutter to your unconscious mind.***

Whether you're aware of it or not, every time an email comes in, a part of you reacts, thinking, "I have to read that, or I have to respond right away."

**When you read an email and then mark it unread, it adds to your unconscious "to-do" list.** You are now preoccupied with the content of the email, and a part of your mind is caught up in it.



You may think you are ready to focus on your next task, but to your unconscious mind, there is something left undone, and it wants to complete it. That's a recipe for psychic overwhelm.

Establish a new habit of never opening an email without taking appropriate action. Either write a response immediately or read a newsletter and file or delete. Leave your inbox unread until you have time to handle it. At first, it takes some discipline, but over time it helps your brain know who is in charge!

## 6. Minimize Negativity in the Media



Most people realize that watching the news right before bed can disturb sleep. You may have already made a decision to stop watching the news or reading the paper entirely.

But what about Facebook or YouTube? In your Facebook news feed, are videos on auto play? Do you notice yourself watching something before you are even aware it is alarmist?

Or perhaps you have been turned onto watching YouTube channels that claim to be the “real news”?

These sources of information may seem benign, but the reality is they can be just as disturbing, if not more so because they claim it is the real truth.

I’m not making an assumption that one form of news is true, and the other is false— it is just to increase your awareness of a hidden source of overwhelm, which can activate the habit of worry. **Worry is an obvious contributor to overwhelm.**

**Before you even notice it, your unconscious has already taken in those flashing images of horrific events.** It doesn’t realize that what you just saw is not a real threat to you right now. That simple image could trigger “danger,” which releases stress hormones to prepare you to fight or flee.

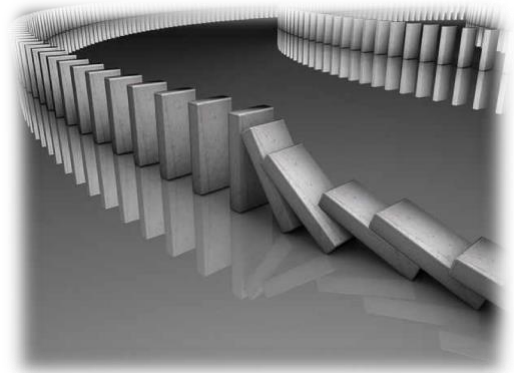
These unnecessary stress hormones contribute to the background state of overwhelm.

## 7. Eliminate Unnecessary Projects and Commitments

Overwhelm is very real. There are things that are urgent and must be solved right now. Then there are also daily commitments that require your attention.

Some activities are essential and important, and others may be irrelevant to your higher goals. When we are in fight or flight mode, we might not be able to tell the difference.

Coming up is a Project Inventory exercise to get all of the commitments, projects, and activities out of your head and on to paper. You will take inventory of all your current interests, projects, family concerns, and anything else that your time is tied up with.



When you do this exercise, it relaxes your mind. You'll see on paper that there is a valid reason for the overwhelming feelings, which can give you much-needed self-compassion.

Get it out of your head and onto paper, where you can make a conscious decision about the importance of each item, rather than letting the momentum of habit consume your time.

**Consider each item with fresh eyes.** Does this activity or project serve you right now? Is there someone else who can do it better? Is it part of your longer-term lifeplan?

Then say “no” and communicate that you won't be doing that activity anymore.

When you let go of things that no longer serve you, you gain access to all the stored emotional energy that was tied up in that pending project. Your vital life force flows back to you for you to direct to what is important today.

### Take Your Life Back - Project Inventory Exercise

Project/Activity/Commitment	People Involved	What do you hope to gain?	Yes/No

## Project Inventory Steps:

1. In column #1, **write down all your 'open' projects**, commitments, or pending decisions that you feel responsible for.
2. In column #2, record **all the people involved** in this project, including you.
3. In column #3, **record the benefit you get from this activity**. What is the outcome you hope will come out of it?
4. **Review what you have written and assess its importance**. Place your finger on the first project. Focus on the area in the center of your chest, above your heart, and ask this question: *"Will continuing with or completing this project bring me closer to greater ease, joy, harmony, or fulfillment in my life?"*
5. **Record your intuitive answer**: is it a 'yes,' or 'no' or nothing.
6. If you receive a clear 'no,' decide when you will disengage from that activity.
7. And how to communicate it if there are others involved.
8. For the 'yes' projects, **prioritize them into the highest payoff** or the easiest to finish and then take action on at least one of these high-priority projects today.
9. If you write 'nothing' and it isn't clear whether you should release the project, write a 'maybe' in the column and review it in a month. Don't let it just hang out and not be addressed. **Commit to reviewing it in one month.**

### Bonus Audio: Relax and Unwind Mini-Meditation

You can download the meditation on your phone, so it is always nearby. It can help create emotional distance from the events that are causing overwhelm, so you can gain needed perspective. You'll feel lighter, be uplifted, and have more energy for your essential life projects.

Click this link: [6 Minute True Self Grounding to Help You Get Out of Overwhelm Audio](#)

## At the Higher True Self Life Change Training

You become re-empowered to free yourself from any and all life difficulties. You feel youthful confidence and KNOW you can and will accomplish your goals. Whether it is a project you want to finish, or find new love, or resolve a health condition, this curriculum will provide you access to what you need to know.

We are an online school based in Austin, Texas. The school's textbook comes from an MIT engineer who invented a working model of the human brain. He studied it to see what went wrong when people set goals and weren't successful. He brought his engineering training and entrepreneurial experience and combined it with psychology to get inside what motivates humans and, most importantly, what blocks humans.

### After a near death experience, he met his spiritual self.

Immediately his priorities changed. He went from being a hard-core businessman to meditating two hours daily. In his meditations, he was shown a way to harmonize all parts of the brain so that instead of people suffering from self-sabotage, they stayed on track to achieve their personal and professional goals.

Our curriculum is based on this remarkable brain science, proven by over 50,000 people who have solved significant life problems that they considered to be impossible after only a few months.

What this means for you is that you can have a fresh start in any area of your life. By learning this psycho-spiritual technology, you retrain your brain:

- To accomplish your intention.
- To naturally maintain peace of mind.
- To create more authentic relationships.
- To become genuinely confident and trust yourself.

## About Aryana K. Rollins



According to Freedom Education, Aryana Rollins is rated in the top 50 best life coaches in the world.

### Her secret weapon is clearing blockers.

Blockers are self-defeating habits that live in our unconscious minds. Unresolved blockers cause divorces, prevent us from making the money we are capable of, sabotage business opportunities, create health problems, and more.

Aryana has been a freedom seeker since she was 16 years old when she left high school and moved to England. Finishing her education at Rutgers, a top university, she took algebra for the first time.

She experienced a spiritual awakening when she hit rock bottom in her personal and professional life. Like many people, suffering gets our attention the most. Her vulnerable area was her business. She spent over \$100,000 changing her business foundation, listening to coaches' advice, only to discover the answers were within her all along. She brings this conviction to her work. She champions that "You are the best authority on yourself, bar none!"

Her signature program is the True Self Alignment Process, where she guides people back home to the self, where their creative life force, inner peace, and personal power reside.

Overwhelm, anger, frustration, worry, and self-criticism disappear. You effortlessly attract your perfect for you opportunities, like clients, relationships, jobs, and loving friends, and your relationships become more authentic.

Aryana is also a Board-Certified Coach (BCC) and received her primary coaching 800-hour training with Partners in Excellence.