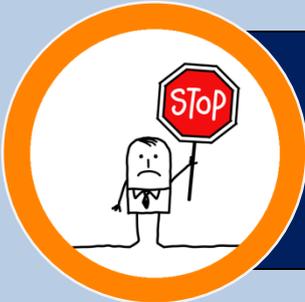


# OVERWHELM BUSTER

## QUICK REFERENCE GUIDE

---

### STEP 1 – STOP



You need to first stop! Now, this is usually the hardest step, because you just want to keep going, you want to get stuff done, right? You feel like there is so much to do, and not enough time, and your logical mind tells you that stopping is completely illogical and won't work. BUT, if you want to get out of overwhelm first you HAVE to Stop.

### STEP 2 – WRITE IT DOWN

This might seem overly simple, but trust me this works. All that "Stuff" that you need to do that is rattling around in your head is using up huge amounts of energy and is causing extra stress, and it's costing you time and money. Normally it feels like you have way more to do because you are constantly trying to remember everything. So write it all down.



### STEP 3 – DELETE

Now go through that list and delete anything that is really not necessary. Remember this is about getting you out of overwhelm and getting your time back. So do this seriously, what is on that list that really doesn't need to be done? Cross any out on the list that you can delete.



### STEP 4 – DELAY

Some tasks are not as important or urgent as we think they are, and some can be delayed to do at a later time. So which ones on your list can you put off for a few weeks or a month or more? Go through your list and mark those ones now with a downwards arrow to show that you can delay them and do them later.



## STEP 5 – DELEGATE



Now look at your list and work out which ones you don't need to do yourself - which ones can you delegate to someone else? Whether that is delegating it to one of your staff, or a Virtual Assistant or an external business. You don't have to do everything yourself. Go through your list and put a 'D' next to the ones that you can delegate out.

## STEP 6 – PRIORITISE

With the tasks you have left over that you need to do, prioritise them. Put a number "1" next to the ones that are really urgent - need to be done in the next 24 hours. Put a number "2" next to the ones that need to get done in the next week. Put a number "3" next to anything else. Doing this gives you a clear order in which to get tasks done.



## STEP 7 – DO DO DO!



Right now for the most defining step, go out and DO it! You have your list, you have it written down, you have cut it down and delegated out what you can, now you need to work through the list with the high priorities first, and get it done



***“We are all about getting our clients results!”***

Andrew and Kim Baird from Amazing Business are both powerful business coaches that transform businesses with their unique approach. They look at a business with a holistic approach – looking at a business as a whole and seeing where the missing gaps are that are holding the business back from its true potential.

*“We help small to medium businesses make more cash profits in their business by creating leverage so that they can help more people with their products and services while also working less and getting the balance back in their lives.”*

**Contact Andrew and Kim:**

Phone: (09) 889 3097

Email: [service@amazingbusiness.co.nz](mailto:service@amazingbusiness.co.nz)

Get Free Business Resources at:

**[AmazingBusiness.com](http://AmazingBusiness.com)**

Andrew and Kim have a wealth of knowledge and experience in business and their advanced maverick business strategies can transform virtually any business. Their “no fluff” approach and tried and tested business strategies regularly get amazing results for their clients.