

7 Steps to Combat the Need to Over-do Things

When your “**I cannot get as much done as I used to**” thoughts bombard and berate you, go through these seven steps to get your bearings:

① **Collect some data**

Pause and force your to slow down to can get a true idea of what is going on with you and around you. Notice and observe which messages, activities, or events may be feeding the “***I need to be doing more***” message. Give your self between 3-to-5 days to collect this data.

② **Take a break to renew**

Do not analyze your data collection right away. That may cause you to go into an overdoing frenzy. Take a break and do something that will help renew your energy. Make a list of up to 5 things you could do this week to renew.

④ Envision what you want to do next

This step can be very energizing because it will support you in getting clear. Based on your data collection and the downtime you gifted to yourself, spend some visualizing what you want (*not should*) to do next. Counter the blaming messages that try to shame you for taking your time. Use words and pictures to visualize what you want to be doing next and at what pace you want to be going. Give yourself 1-to-2 days to do this.

④ Stay open to all possibilities

After envisioning your next steps, the overachiever in you may want to power through and get it all done and taken care of. By pausing and allowing your self to focus on all possibilities, you will be able to observe what is still causing you discomfort and figure out if you need to go back to step #1. Urgency has no place in step #4 because it does not give your inner voice enough time to talk through all possible the opportunities.

⑤ Create my bold action plan

Action plan may sound like a big term, but keep it simple. Based on the previous four steps, write down four **doable actions**, share them with an accountability partner, and then I get going.

⑥ Work your bold action plan

Make it a priority and focus on completing your bold action plan. Move ahead at your appropriate pace.

⑦ Reward yourself

Each time you complete a task on your bold action plan, reward yourself. The rewards can be big or small.

Examples: trip to the movies, massage, day spent reading, splurge on chocolate, picnic in your living room.

Possible rewards:
