



Presented by BU Happiness College

# **Planning & Organisation To Feel Less Overwhelmed**

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If you don't say no there will be  
nothing left of you to say yes.



# What is overwhelm?

## Overwhelm

If something overwhelms someone or something, it is too much, or almost too much, for them to manage.

Also - unable to cope with demands.

**What makes me feel overwhelmed?**

**What are my reactive behaviours when I feel overwhelmed?  
How does that make me feel?**

# Tool 1 - The Basics

## Learn the difference between urgent & important



It can be easy to get caught up in feeling busy and like there isn't enough time - especially when the tasks on your to-do list can be not only for you, but for others as well.

Getting clear on the urgent tasks rather than feeling like everything is important can help to prioritise. Think of it this way - the urgent tasks are the ones that will have negative consequences if they are acted on as soon as possible

## Get comfortable with delegating and saying no



There is nothing wrong with identifying tasks that can be delegated to others (even if they aren't going to do it exactly as you would). Delegating is a skill that can help you lean into your Variety Psychological Need.

Another word to get comfortable with is no. If that feels uncomfortable maybe have a list of other options such as 'I'm not available for that right now', 'I can put that on my list but I won't be getting to it until tomorrow' and 'Can we discuss another time that works for both of us?'

## Watch out for Black & White thinking - lean into being flexible



When creating your to-do list it's important not to get too hung up if plans or intentions for the day/week change. Instead of getting stuck in the Black & White (or All or Nothing) thinking pattern and beating yourself up if/when things change, lean into flexibility and accept that things can change and that's okay.



# Tool 2 - Break down into smaller tasks

Tasks can feel overwhelming if you are Catastrophising or looking at the end goal. Break it down into small, actionable steps to make it feel more motivating and achievable.

**What is a task / goal that I have been procrastinating on? Why?**

**How can I break this down into smaller, more achievable steps?**

# Tool 3 & 4 - Prioritise and Reframe



**Prioritise**



**Empowering Reframe**

A close-up photograph of a person's hands holding a pen and writing in a spiral notebook. The person is wearing a dark-colored shirt. The background is softly blurred, showing what appears to be a window with light-colored curtains.

# Key Takeaways

Takeaway 1...

Takeaway 2...

Takeaway 3...