



# 5 TIPS TO BEAT OVERWHELM



1. **Plan ahead** – know where you want to get to and work backward.

2. **Prioritize** – what's important now, tomorrow, next week, etc



3. **Avoid perfection** – it can lead to self-sabotage

4. **Learn to say no** – if you're at capacity or simply don't want to do something



5. **Delegate** – ask for support if needed and delegate where possible to free up your time.

