How to Get Out of Overwhelm



Live Larger

HOW-TO GUIDE

Chin Up, Beautiful! Life's About to Get a Whole Lot Better...

We all have days - or even *weeks* - where we feel like we can't take on or do another single thing, and in the modern society that we live in, and taking into consideration all of the (many) different hats that we wear, this is hardly a surprise.

However, what do you do when you feel like you literally cannot breathe, don't want to get out of bed (or just want to crawl back into it), and even the thought of receiving anything – even something that you *really* want – makes you feel as if you would literally suffocate if you were to receive it?

For me, I have had times in the past where it has got so bad that there was nowhere for me to put another thing on my desk, I was totally buried in emails, I couldn't keep up with the amount of work and demands coming in, my mail was stacking up (unopened), and even though my business and home needed additional attention, I literally felt so beyond capacity that I knew I was totally blowing the opportunity to have any more good and new stuff coming into my life – be it income, clients, love, possessions, synchronicities...

I felt so full-to-overflowing that energetically there was nowhere for any of this stuff to enter, let alone land.

So I absolutely know how it feels to want two days – or even five – to just put the whole world on pause while you attend to your stuff, re-find your happy, and get yourself fully back into the driving seat of your life so that you can move forward again with ease and joy.

In my experience, because certainly this has been true for me in the past, it is often not until something really significant happens that we realise that something absolutely has to give, or has to be significantly addressed, otherwise we are going to bottom out, and that bottoming-out is not going to be pretty!

That's what I'm here to help you with today. I've created this workbook especially to assist you and other crazy-busy women like you, to get out of overwhelm as quickly, thoroughly and enjoyably as possible. Because I've been through many times like this over the course of my adult life, I know firsthand that when overwhelm happens, you need a plan to get out of it asap, and a plan that actually feels *good*.

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Via this workbook, I'm going to share with you my simple 5 step process that will move you from feeling completely out of your depth, to feeling as if you can truly breathe again, and better still, that you have actually got your life back.

So if you're ready to feel good again, if you're ready to get all of that gunk out of your head and down onto paper, and to create a plan that will fully relieve you while improving your life as a whole along the way... Look no further.

In 90 minutes or less you can move from feeling totally overwhelmed and burnt out, to feeling as if the world has been lifted from your shoulders, that you are back in the driving seat, and that you are already well on your way to your desired destination of abundant time, space and freedom - i.e. Bliss!

Special note: This process may surprise you in some ways (especially STEP 3), but this is part of the magic! This process is different to others you may have come across previously. We go deep and we go subtle, and we go honest. What you uncover may be a revelation to you, but either way, you will leave our time together feeling like YOU CAN DO THIS, and just as importantly, that you are ready, willing and able to.

So let's get started!

Karen

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STEP ❶ JOURNAL OUT YOUR FEELINGS

For me this is always where I begin when I feel burdened or overwhelmed, because journaling allows us to bring our true heart and feelings onto paper.

For women who are feeling overwhelmed, a lot often needs to come out onto the page (more than you might think), because feelings are repeatedly being stuffed down for a notable period of time due to busy-ness, overeating, drinking alcohol, watching excess TV, or any other form of distraction and hiding what's going on. Eventually, it comes to a point where the feelings – the true, honest, vulnerable feelings – absolutely have to come out, or some kind of breakdown will occur.

For me personally, usually this step only takes one page of writing – just enough to get the most pressing stuff out of me to feel relief – and then I am ready to move onto STEP 2.

For this reason, on the next page I have provided a blank page for you to write or type into, so that you too can get your feelings out onto paper.

You are not looking to solve anything in this step. The only objective is to get your truth onto paper.

Please don't skip this step as it's absolutely crucial.

What I discovered: Sometimes you don't need to write pages and pages to feel better. It really can just be a case of getting the most heavy stuff off of your chest and onto the paper, and immediately you can start to feel as if you are getting back in control of your life.

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How I'm Feeling

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STEP ❷ GET CLEAR

Sometimes we forget – especially when we feel so full and overflowing with life, lists and things to do – that we can no longer access anything that will be helpful to us, unless we totally *slooooooow* down.

And so your next step is to press the pause button on your current go-go-go M.O., and take the time to write a list of "Things I know I should be doing and things that need to happen for me to be freed up" (these are the exact words I once wrote down at the top of a new page in my journal which helped me to get clear on what truly was a priority).

This is not your complete to-do list or your routines, but specifically the things that currently feel like they are blocking you and standing in the way of you feeling easeful and peaceful in your life and days.

Most recently, for me this list ended up being 15 items long (less than I anticipated), ranging from the most obvious – clear out old papers and home study programs from the office (something that had been on my list to finish for literally MONTHS by that point) – through to mapping out specific things within my business that had been rattling around in my head.

Re-organising my kitchen also made it onto the list, and once again so did "get rid of unwanted clothes", which seems to show up every time I make a list like this!

I invite you to use the next page to write out your own list. As before, you can type into the area or print this page out and write on it by hand.

As you'll see from my notes below, for me personally, I always find this hugely relieving, and it really does make all of the difference.

What I discovered: Through writing out this list, each time I wrote another thing down, I automatically imagined each thing as complete, already DONE, and so I could feel just how much energy that item was holding, by feeling the amount of relief that the completion of that particular thing would bring me. This is POWERFUL, and made me realise exactly how much energy my incompletions were costing me. *Staggering*.

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Things I Know I Need to Do or Take Care of In Order to Feel Freed Up

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STEP ❸ GO DEEPER

After completing STEP 2, you need to go deeper still.

While having a to-do list that lays everything out for you is definitely a step in the right direction and the obvious step to take, when overwhelm has brought you to the point of wanting to crawl under the duvet, there is actually much more work to be done… And so it's time to go deeper still.

Specifically this translates to feeling into where you are currently feeling blockages within the areas of:

- Your body
- Your aura (the energy bodies surrounding your physical body)
- Each room of your home (Our home is a direct reflection of where we're at internally, so the two are absolutely intertwined and interlinked.)

To do this, you will need to close your eyes and tune into each area in turn.

To give you some guidance, here follows details of one of my own past experiences with this particular step, so that you can get a better feel for how this might show up for you.

For my body, as I closed my eyes and tuned in, I felt some stuckness between my heart and my throat. As I enquired what this was about, I got the information that I needed to have conversations with my boyfriend, my mother, my father and my grandparents. Thankfully there was nothing else feeling blocked within my body (I'm very in touch with my body, so I tend to automatically keep it feeling as clear as I can), so I could then move onto my aura.

Within my aura I could detect… remnants from a past relationship that still needed to be cleared, a blockage around final pieces of my weight loss journey, the withholding of following a specific meal plan that I've been "wanting" to follow since I had received it about 4-5 months prior (!), some issues with my teenage son (the clue being in the word "teenage"!), an awareness that I needed to let go of some of the stuff (possessions) that shouldn't come forward with me, an awareness that there are some low-vibrational physical things going on underneath the surface that I'm not consciously aware of, but that need to be released from my system all the same, and finally, to release the energy of disorganisation from my being.

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Pretty big stuff, and obviously much more than I was holding in my physical body at that point, but it definitely made sense to me, and brought a huge amount of clarity that enabled me to feel clearer about what needed to be addressed to feel happy.

(By the way, to me, this *not insignificant* aura list meant that I was holding this stuff at bay, but it needed to be addressed quickly before it seeped its way into my physical body, and created some real physical issues that I could prevent from happening if I acted quickly.)

Finally, I moved onto my home.

At that time I was living in a three bedroom apartment, whereas a year prior I had been living in a six bedroom farmhouse! This was an intentional move as I felt called to radically simplify my life and possessions at that time. While having more space can definitely be a blessing, I also learned that it means that you can accommodate a lot more STUFF, and that having a lot of stuff means that there's a lot more to think about, a lot more to carry literally and energetically, and a lot more to clean!

And so, when I moved out of the farmhouse, I filled an entire 8 yard skip with stuff, and committed to downsizing in order to live a clean, simple, relatively minimalist life, where literally everything I owned I absolutely loved and/or needed.

And so for this particular step I went through every room of my home, once again, closing my eyes and feeling into each room, and listing out where the energy felt stuck and where stuff needed to be moved around, or re-moved completely.

What I discovered: I discovered that the reason why my physical energy had not yet taken a hit was because I was keeping so much stuff at bay. Through tuning into my auric energy I could clearly feel into where the blockages were, what specifically they translated to, and really gain a level of clarity about myself and what was hampering me, in a way that made complete sense. With my home, because of the continual clearing I had been doing over the previous 13 months, I knew there wouldn't be too much to do, but my office was flashing red and neon lights at me as being the biggest energy block in my entire world, and one that could not wait a moment longer if I was to move forward feeling the way I wanted and needed to feel.

Now it's your turn!

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Blockages

MY BODY

MY AURA

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My Home

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My Home

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STEP 4 EVALUATE THE EVERYDAY

This penultimate step is small but powerful. It takes care of those smaller (but just as insidious) things that affect you every single day of your life. Cleaning up these areas can make a HUGE dent in your overwhelm and also keep it at bay moving forward. They're also often quick and easy to take care of.

Chances are that there are five things that you use and/or carry around with you every single day:

1. A handbag (a.k.a. purse)
2. A purse (a.k.a. wallet)
3. A set of keys
4. A cellphone
5. A laptop or tablet

As these things are used so frequently, it's obvious that they're going to accrue new energy and "stuff" and potentially become as busy and overwhelmed as we are, unless they are emptied or reorganised on a regular basis.

And so your next step is take inventory of these and ensure that they are as emptied, organised and as simplified as possible. Usually you'll find that you can take care of this immediately, or at least very quickly, and you can be done with the entire lot within around 30 minutes, or even less!

What I discovered: My handbag needed no attention at all because I empty it out and streamline it most days of the week anyway, and ditto for my purse. My keys, well, the last time I did this they'd been feeling rather heavy and a bit too clumpy, but I hadn't fully registered the fact, and so hadn't done anything about it. Through doing this exercise, I realised why they had been making me feel this way, and it wasn't what I expected, i.e. it wasn't that there were too many keys on them, because all of the keys I carried on there were necessary for my life (only five). What I discovered about why the keys had been feeling so burdensome actually came as a huge shock and surprise to me.

First off, I couldn't believe it when I realised that the very large key fob that came with my car key that I'd been carrying around for almost three years was actually made from leather (something I removed from my life years ago!), so that had been unconsciously impacting me without me even realising it. Also, my other key

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fob (made from metal) was looking rather old and battered, and was also keeping me locked into who I was when I received it back in 2014. I also realised that having two keyrings circled together (the silver metal ones that the keys actually hang off), instead of just one, was also creating additional and unnecessary jangle and bulk.

I know, it all sounds so very small and insignificant in the grand scheme of things, but discovering this was very symbolic for me in many ways, and actually brought about a huge epiphany. Of course this was all very simple to rectify quickly and easily, by removing the two key fobs and the bigger keyring, and immediately my keys felt manageable. What made this whole mini transformation all the more sweet was that for the first time in about two weeks I felt as if I was actually ready to receive something new... in this case a brand new key fob!

When it came to my phone, I'd been pretty good at not becoming overly "app happy" (my son literally has hundreds of apps on his), but at the same there were a few on there I wasn't using and the background and screensaver had been present for just a little too long by this point, and so it was definitely time for a change.

And then finally, my MacBook. Thankfully this wasn't in a massive state of disarray, but there was still some room for improvement. A new screensaver was definitely required, and while the desktop was already clear because I always have it that way anyway, some files needed saving, a lot of windows needed closing, and my Dropbox and Evernote needed some QT spent with them, coiffing them into shape!

So all-in-all not too bad at all, but there was still some work to be done. I was actually most in awe at how much the keyring thing had been impacting me though! Which just goes to show how the small and seemingly insignificant little things can really make a difference, especially when we're sensitive and every little detail counts.

Now it's over to you! Use the next page to jot down what needs to change in each of these five areas for you - or better still, just get on and do them!

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Lightening Up the Everyday

HANDBAG (PURSE)

PURSE (WALLET)

KEYS

PHONE

LAPTOP/TABLET

OTHER

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STEP 5 CREATE A PLAN

Before completing the previous four steps for yourself, you may well fear that at this point, all you'll want to do is cry, "STOP THE WORLD!", and run off screaming into the distance!

In actual fact, you'll find that quite the opposite is true, because now you will have CLARITY. And with this crystal clarity comes some kind of order that can now be turned into an actual PLAN.

And so your final steps, and definitely the most important, are to:

- **Put all of your lists into one master list** (I created a spreadsheet for myself so that I could easily move things around, and organise and prioritise them as best suited me. You also have access to this spreadsheet if you'd like to use it.)
- **Put those things into a specific order of priority and importance** (I did this by first sorting the list according to how much stress it was bringing me and how much time it would take to complete, and then I felt into everything and moved things around as made sense to me.)
- **Allocate specific days and times to each item so that you can actually get them done.** It's important to remember here that, "Rome wasn't built in a day", and that it will take some time to make your way through these things, but that every second you spend on them will be oh-so-worth it. In a lot of cases you'll find that things will take a lot less time than you thought... or you can actually DELEGATE them!

What I discovered: I already knew that allocating days and times to things was going to stress me out because I already felt that I didn't have enough time to do everything I wanted and needed to do anyway. HOWEVER, as I made my way progressively through the list, it became increasingly clear to me just how much time and energy these things had already been costing me, and that moving forward, with these things complete, I would be in a totally different place in my life and that the completion of every single item would pay huge dividends in so many different ways. Once I truly got that understanding, I was thrilled to complete the list and add the bigger ones into my iCal, so that I knew exactly when they were going to be handled. I finally felt clear, in control and back in the driving seat of my own life. Hallelujah! (The spreadsheet even looked pretty gorgeous by the time I had finished with it, too!)

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Bonus Tips: During the Process

There are a couple of extra things that will make this whole process easier, quicker and more enjoyable to work through.

TIP ❶ GET OUT OF OVERWHELM IN COMFORT

For me personally, I generally always complete this process from my bed! I have always found that sitting up in my very comfortable bed, propped up by fluffy cushions and crisp white pillows, is a very self-loving and comforting way to take on the more challenging things in life. It also makes me feel cocooned and protected from the world. This is especially comforting when you feel as if the world is demanding more of you than you can give. It effectively shows that you are on your own side and you are going to be self-loving in the way that you bring yourself out of it.

TIP ❷ DON'T EAT OR ENGAGE WITH ANYTHING OR ANYONE UNTIL YOU'RE DONE

I know this might sound quite strange and unrelated, but the truth is, food - no matter what that food is - can be a very big distraction at the best of times, but especially when completing this process.

And so for me, I will generally always work through this process first thing in the morning, before I have eaten anything, and I won't consume anything but water until I'm completed.

Not only does this eliminate the distraction of food, it also helps me to keep my body, thoughts and emotions super-clear, which is crucial to get the most out of this process.

If you really do need to eat something during this time, juices and smoothies are fine for temporary satiation, if they are made from pure ingredients, but anything other than that will need to wait, as it will prevent you from getting clear, staying clear, and driving the train all the way home.

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Bonus Tips: While Taking Action

TIP ❶ MAKE EVERY TASK PLEASURABLE & FUN

Even the most mundane tasks can be made more enjoyable when you know how. And of course, the more you enjoy what you are doing, the more you'll enjoy the journey *out* of overwhelm, which can only be a huge bonus!

So how do you do this when you have a task like shredding a tonne of papers in your office, or sorting through unopened mail, or sorting out recycling or laundry?

Whenever I am doing anything that I would class as hard work, uninspiring or mundane, I will ask myself, "How can I make this super-enjoyable?"

Note that I don't just say, "a bit more enjoyable". I intentionally pre-frame it as "super-enjoyable" because this way I essentially tell my mind to go off and find an idea that will exceed my expectations.

In most cases this will translate to one of the following while I complete the task:

- Watching something I want to watch on YouTube
- Listening to an inspiring podcast
- Catching up on something I need to watch or listen to as part of a current program I'm in
- Listening to dance music
- Watching a film or TV show, depending on how long the task is going to take

I've been using this approach for years because I really don't believe that any of these tasks should feel like some form of torture or suffering.

If you want to take this tip to another level and to receive *even more* pleasure and benefit out of it, I recommend that you keep a running list on your smartphone or in a notebook, of all the various shows, podcasts, lessons, etc. that you want to watch/listen to/catch up on. This way you will always have an exciting and current list to draw on, and you'll never need to come up with something new off the top of your head. And of course, if catching up on something is already on your overwhelm to-do list, then you'll effectively be ticking two things off your list at a time, rather than just one. How cool is that?!

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TIP ❷ REWARD YOURSELF

I am a huge fan of this personally! Before starting a task, or set of tasks, I will write down what reward I am going to give myself once it is completed. Not everyone feels this to be necessary, but I do! I respond really well to the carrot-on-a-stick approach, because it moves me forward and gives me something to get excited about. It also makes me feel that I am really on my own side in this process.

As a side note, I choose *not* to see getting out of overwhelm as some form of punishment for past misdemeanours, but instead an opportunity to step into even greater levels of self-love and self-compassion. After all, chances are high that we got *into* overwhelm precisely because we were so busy trying to love many *other* people, and over-giving and over-delivering where we should have been holding something back for ourselves, right?

So... Absolutely I encourage you to make every step you take pleasurable, fun and rewarding, because this way you get to rebalance yourself, and to redress the suffering that overwhelm inevitably has been causing you.

When it comes to the question, “what type of rewards?”, for me these vary from the tiny to the extreme, and the size will be tied into the nature and size of the task.

So for example, if I tick something small off my list like clearing my handbag, purse and keyring, then I’ll likely reward myself with a 10 minute break or a fresh smoothie - nothing major or outrageous, but nonetheless acknowledging my progress and another thing checked off the list.

For bigger things like completing a module for a program I might be running, or detoxing a closet (things that take 1-3 hours generally), then my reward might look like sitting down for 30 minutes to eat a nice meal, or to go for walk, or to spend 30 minutes focused on a personal project that brings me great joy.

And then when it comes to really significant things like clearing out a junk room (not that I have one!), or completing some kind of major milestone, that’s when I’ll treat myself to something like new items for my wardrobe, or a new crystal, or a new handbag.

You get the idea.

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My final note on this is that if you *do* promise yourself a reward, you absolutely must deliver upon that promise. In your haste to get more stuff done it can be very tempting to just keep going. However, all that happens here is that you start to lose trust in yourself and revert back into the slave-girl mentality that likely got you into overwhelm in the first place.

Plus, please note that this is your opportunity to not just operate like this on your journey out of overwhelm, but also moving forward for good!

Life is absolutely to be enjoyed and celebrated wherever and whenever possible, so don't forget to enjoy and celebrate *everything* that you do, whether it's getting out of overwhelm in the first place, or preventing yourself from getting back into it again!

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