

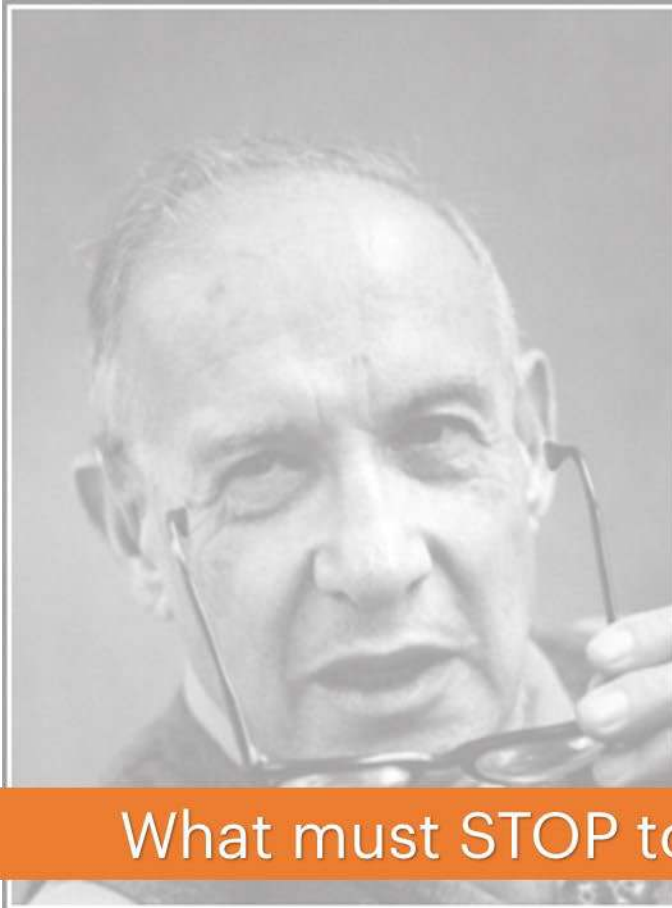
Manage your Overwhelm



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January 22, 2020

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A black and white portrait of Peter Drucker, an elderly man with glasses, looking slightly to the right. He is holding his glasses in his right hand.

We spend a lot of time teaching leaders what to do. We don't spend enough time teaching leaders what to stop. Half the leaders I have met don't need to learn what to do. They need to learn what to stop

— *Peter Drucker* —

What must STOP to spend time on what you want to do?

Tracking your time

How do you overcome that feeling of overwhelm? We take our example from budgeting to figure it out. Like money, we benefit from understanding how we spend our time. You start taking a notebook, your online calendar or a spreadsheet and log each 15-minute increment an exercise that I recommend is simple to explain but always a challenge to execute.

Monday - Week 1			
Time	Activity	Time	Activity
6:00 AM		2:00 PM	
6:15 AM		2:15 PM	
6:30 AM		2:30 PM	
6:45 AM		2:45 PM	
7:00 AM		3:00 PM	

It tedious ,but oh so revealing.

With the log in hand you will see trends and patterns that are exclusive to you.

Now that you have a basic understanding of how you spend your time, you can assess where you spend your time. It is the first critical key to managing you overwhelm.

Manage overwhelm

Activity	Dump	Do	Defer	Delegate	Who	When

Assess with raw honesty. You are only kidding yourself.

The best way that I've found is to group your activities and the functions you know. Don't overlook the mundane tasks as they are often the elephant bites that absorb your time. Once you have your top 6 or so activities listed, you can go right into assessing what you might be able to do about it.

- What are the things that consumes my time with little to no value – Dump it!
- What are the things I must do MYSELF! Do it!
- What are those things I can defer – defer it to when?
- What are the things that I must do but can be delegated – delegate it SMARTLY knowing who you trust and stating when it needs to be done.

You are now in control of your priorities and how you spend your time.