

CONQUER OVERWHELM  
&  
PREVENT BURNOUT

*Workbook*

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CONQUER OVERWHELM & PREVENT BURNOUT

*Workbook*

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# Clutter-Clearing Worksheet

**Problem Area/Item:**

**Solution:**

**Estimated Time to Complete:**

**Priority:**

**Problem Area/Item:**

**Solution:**

**Estimated Time to Complete:**

**Priority:**

**Problem Area/Item:**

**Solution:**

**Estimated Time to Complete:**

**Priority:**

# Brain Dump

## Freewrite

A large gray rectangular area with horizontal white lines, intended for freewriting. The lines are evenly spaced and run across the width of the gray area.

# Brain Dump

Clean up your list

*Cross off:*

- **anything that's out of your control**
- **anything you feel needs no further attention**
- **"two-minute tasks" as you complete them**

# Brain Dump

Organize by Category/ Color



= 2-Minute Tasks



= Procrastination  
Station



= \_\_\_\_\_



= \_\_\_\_\_



= \_\_\_\_\_



= \_\_\_\_\_



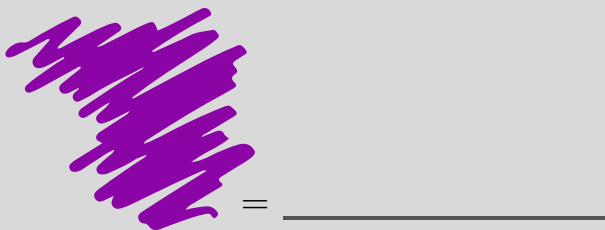
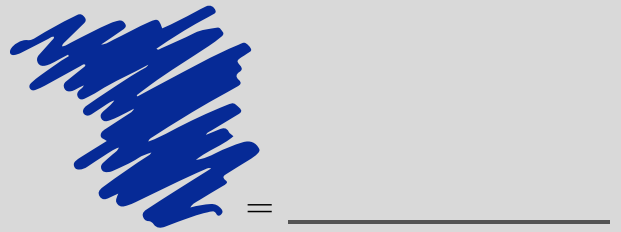
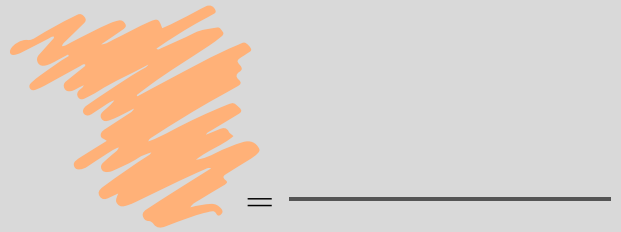
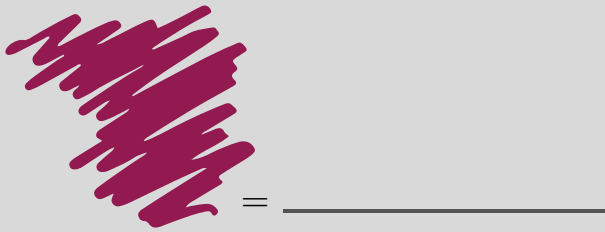
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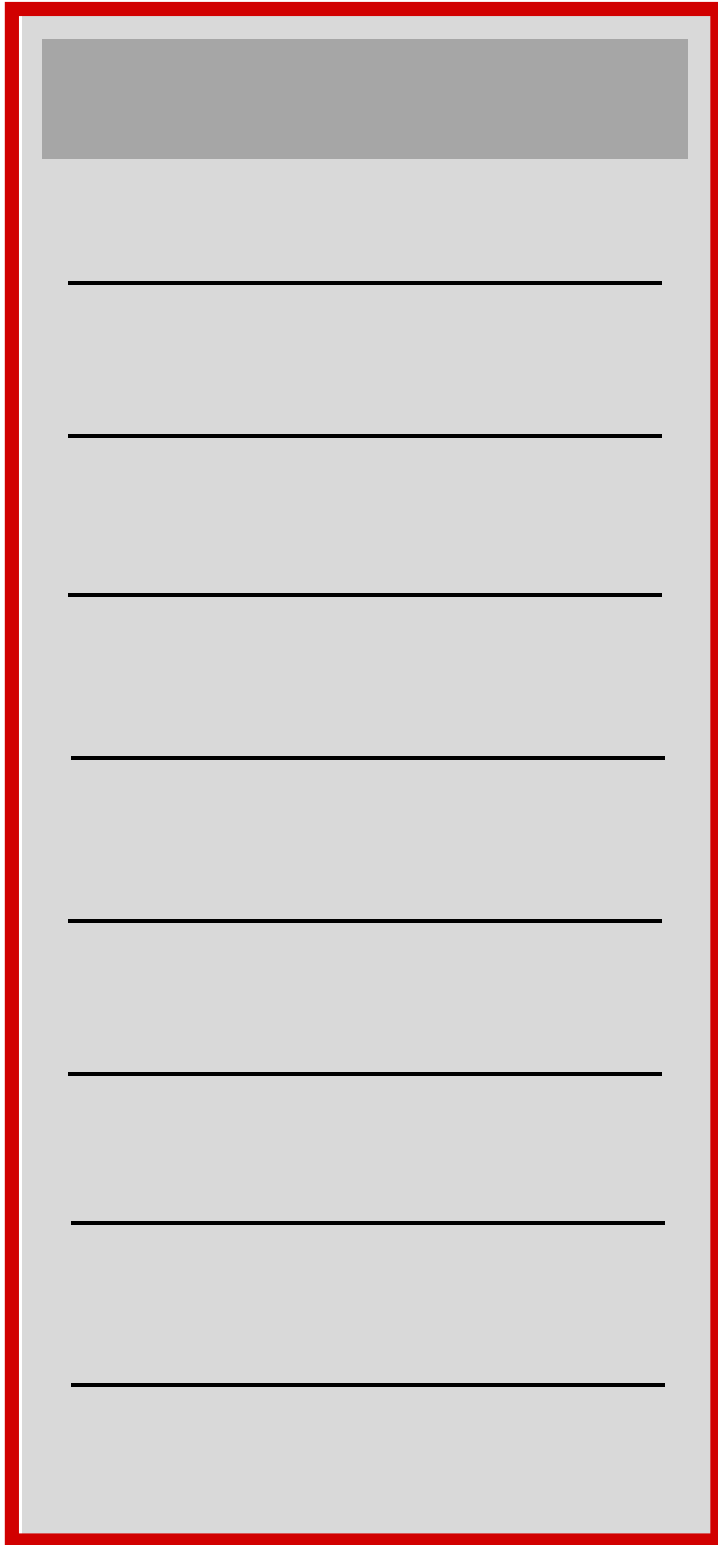
# Brain Dump

**Organize by Category/ Color**

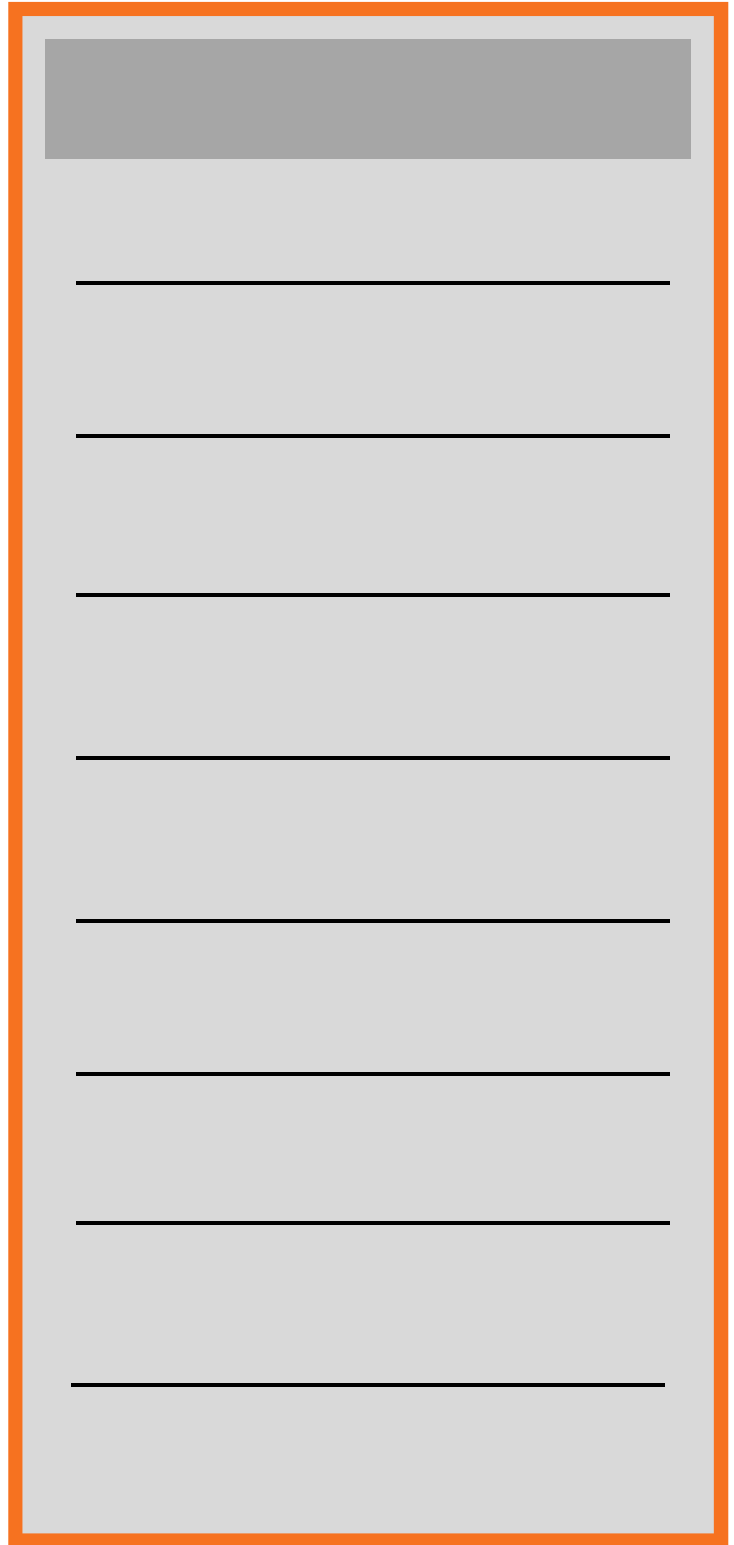


# Brain Dump

List each item under its appropriate category/color



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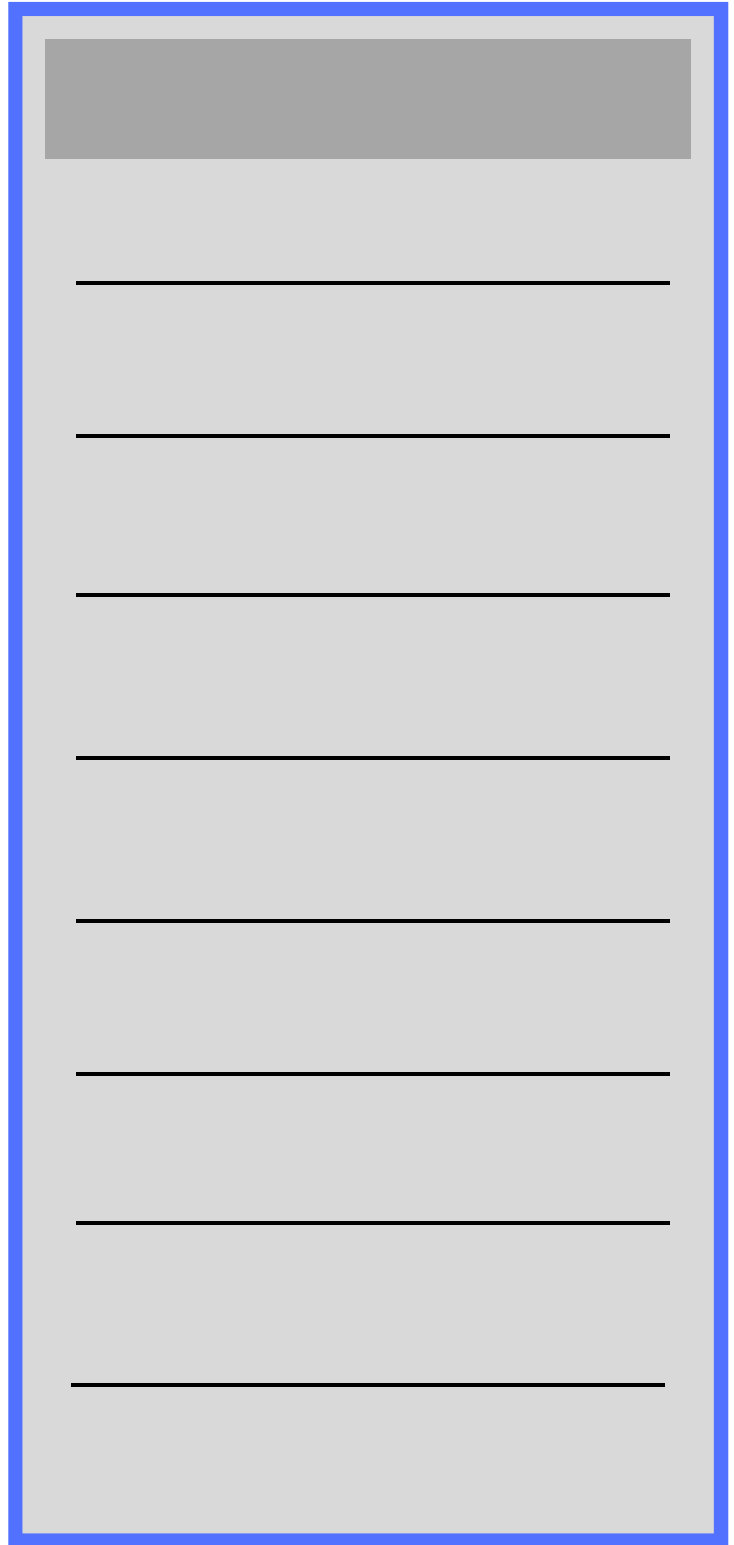
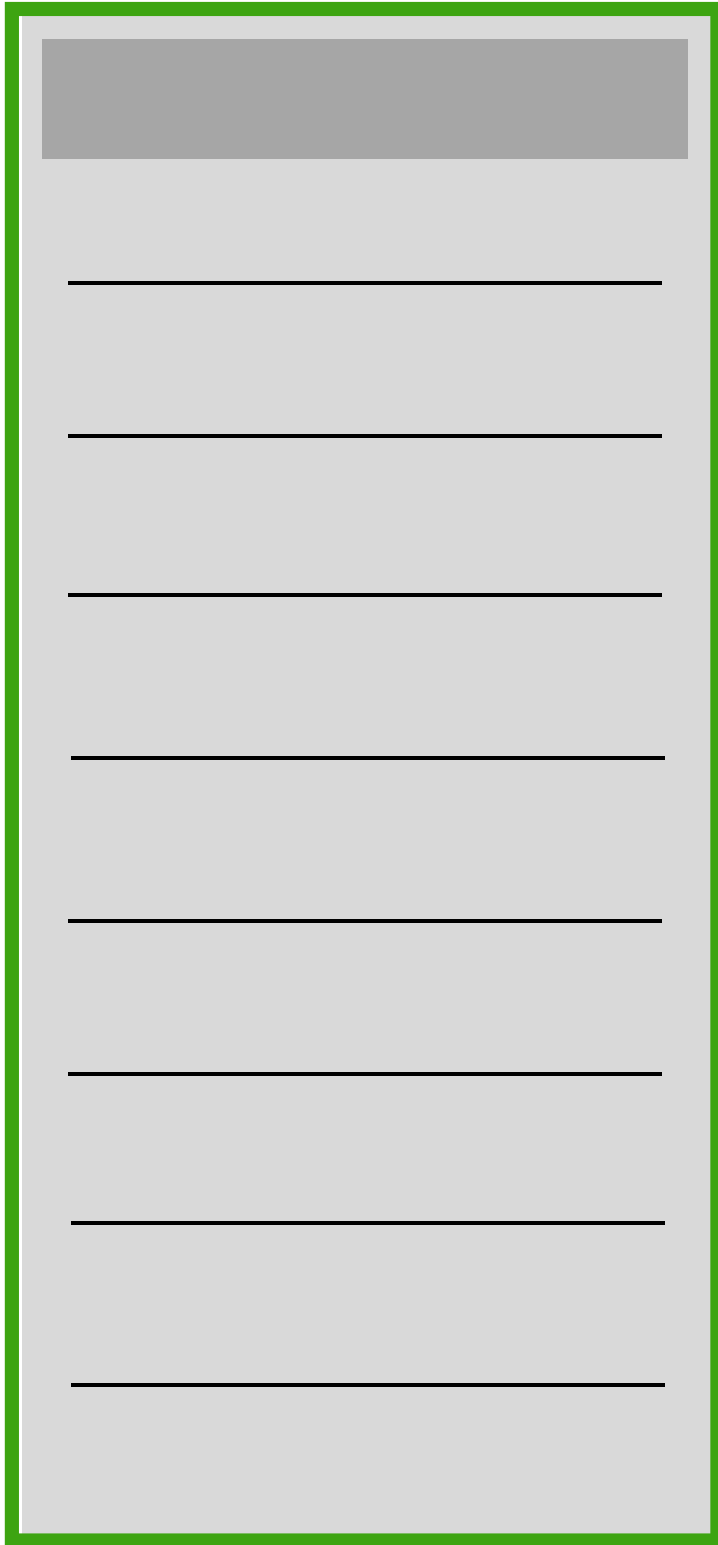


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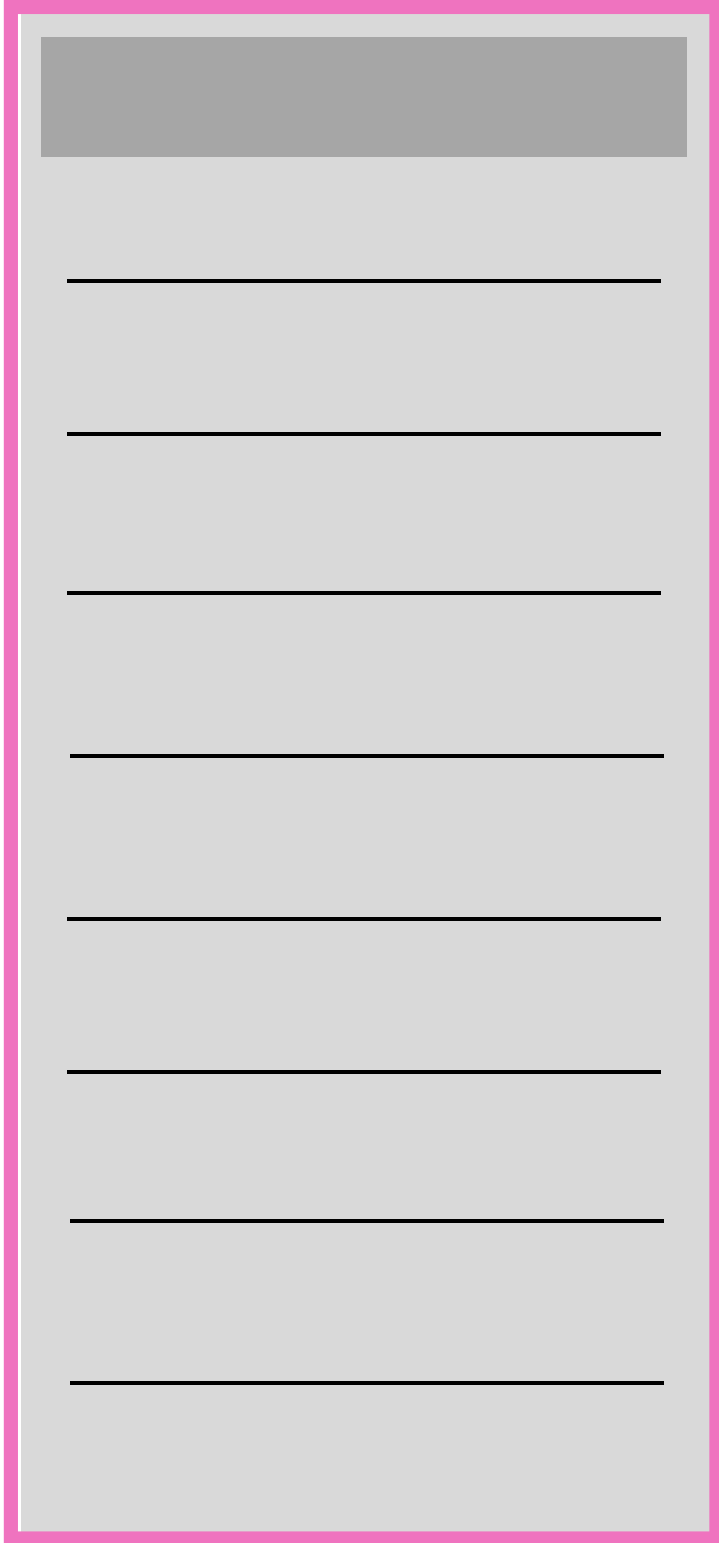
# Brain Dump

List each item under its appropriate category/color

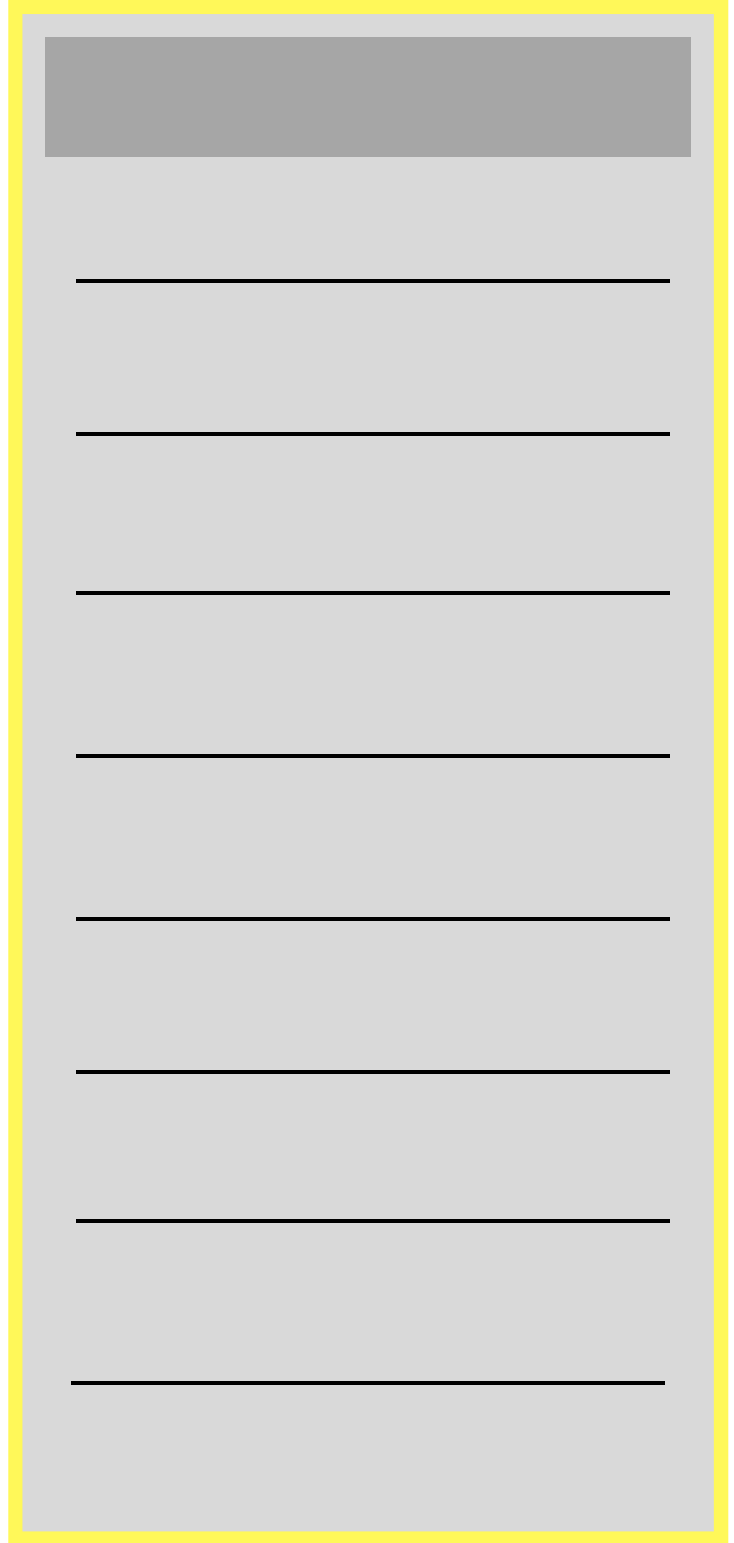


# Brain Dump

List each item under its appropriate category/color



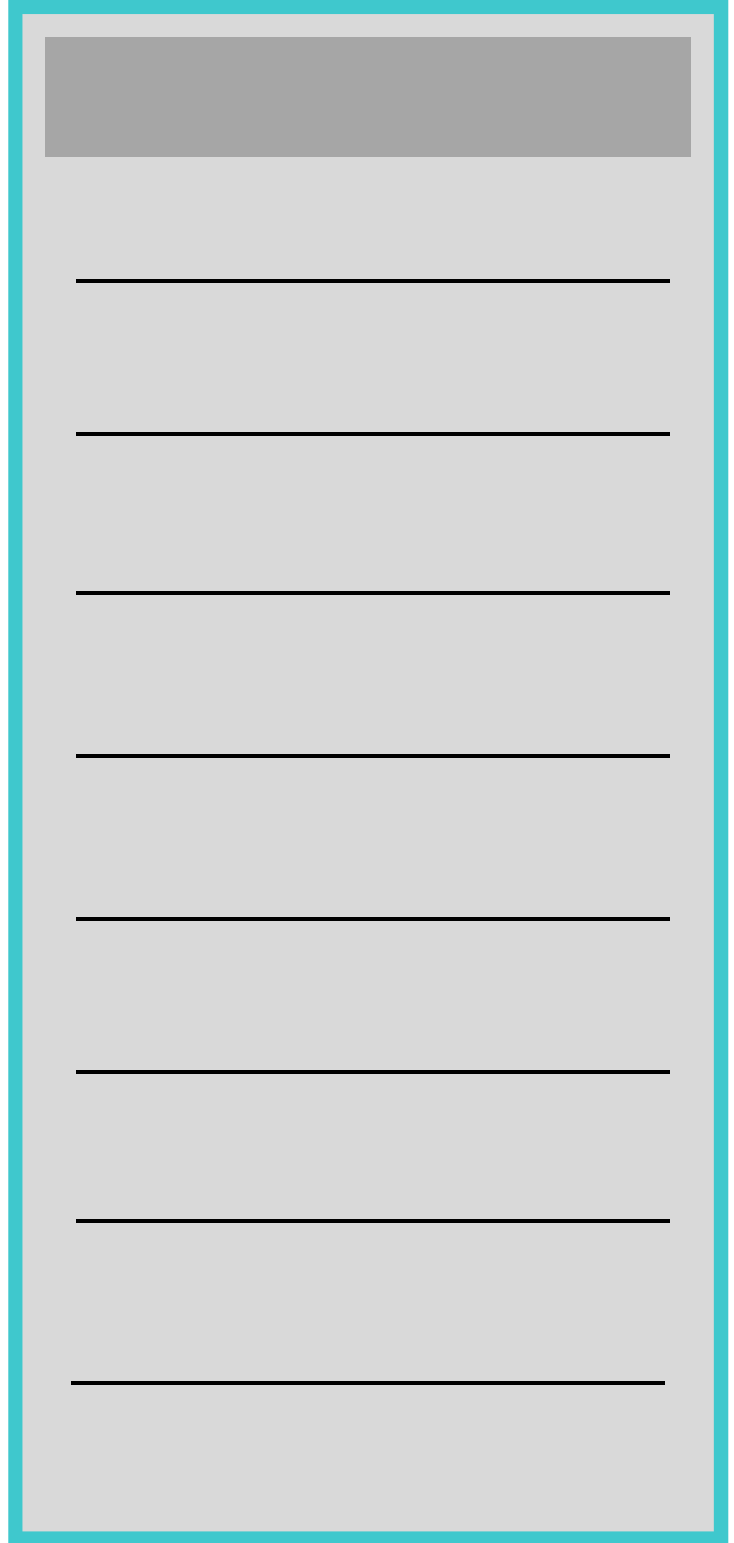
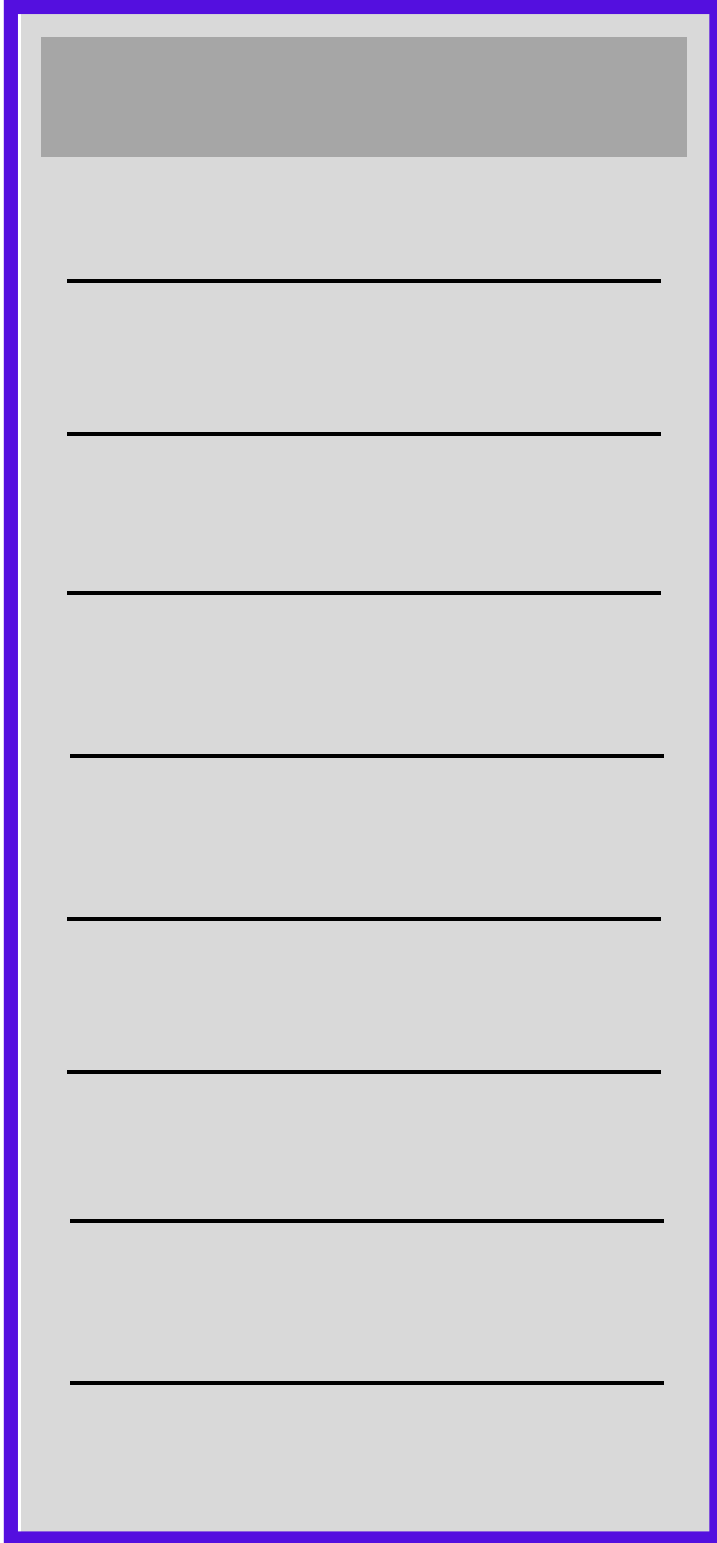
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A vertical rectangular box with a yellow border. At the top is a grey rectangular header. Below the header are ten horizontal black lines spaced evenly down the page, providing space for writing.

# Brain Dump

List each item under its appropriate category/color



# Brain Dump

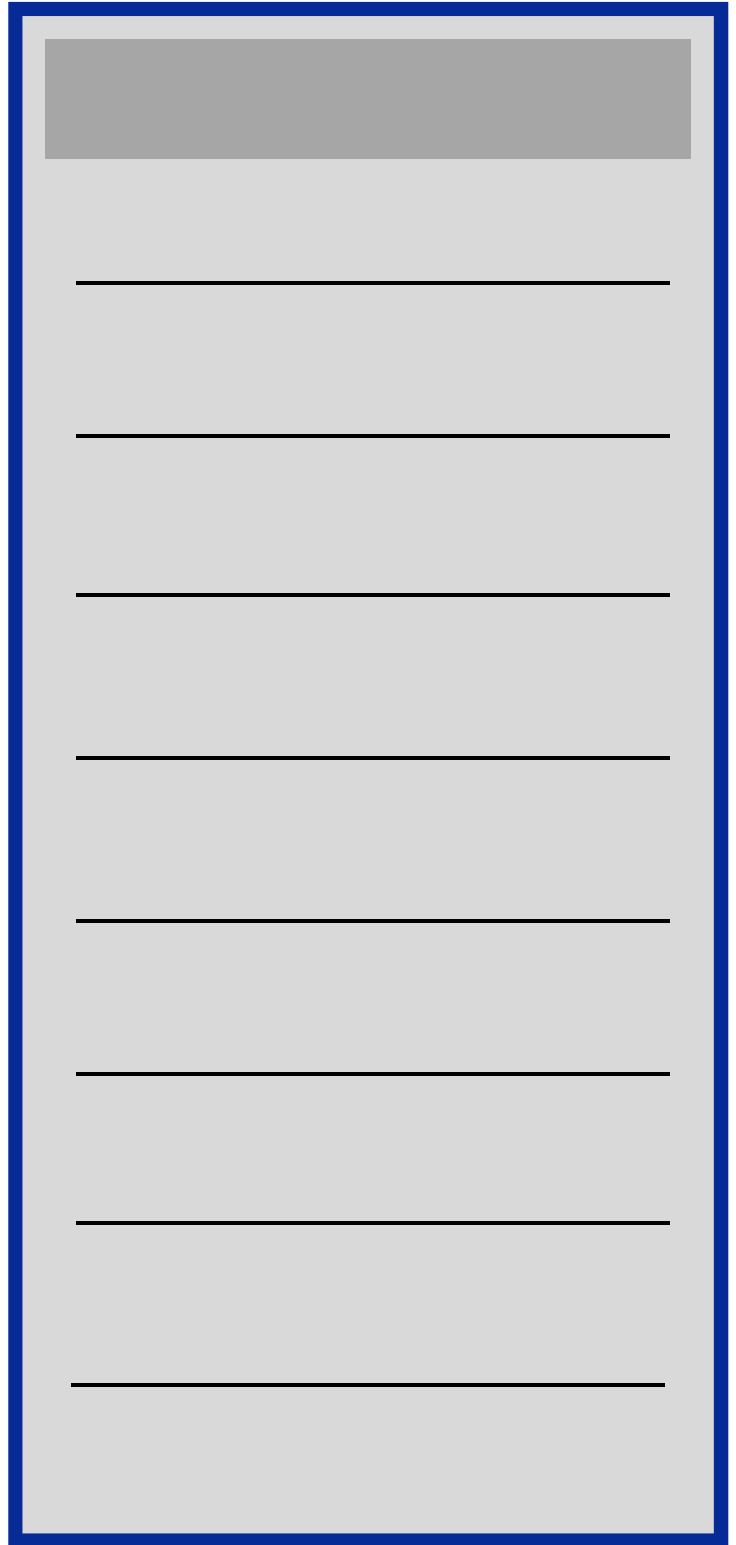
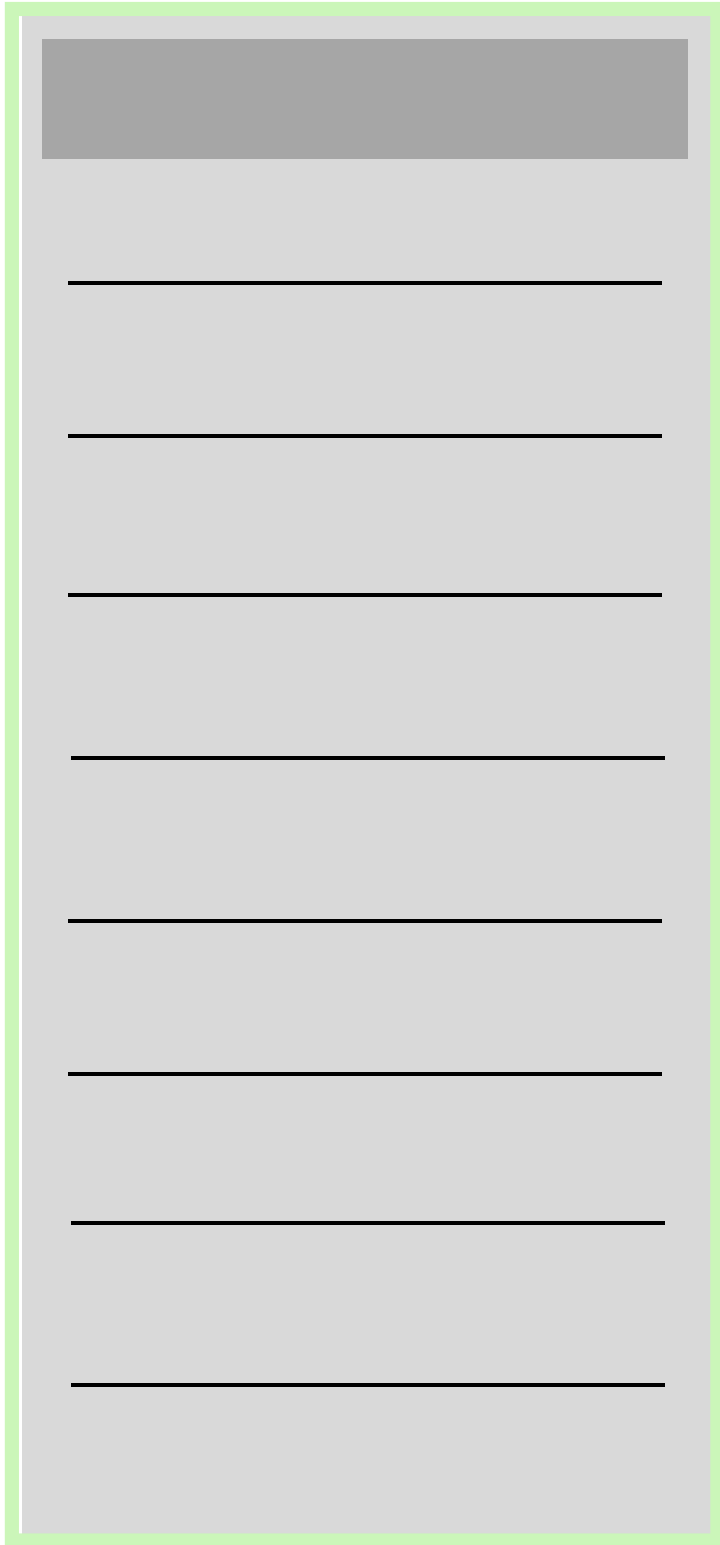
List each item under its appropriate category/color

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A vertical rectangular box with an orange border. At the top is a grey header bar. Below it are ten horizontal lines for writing.

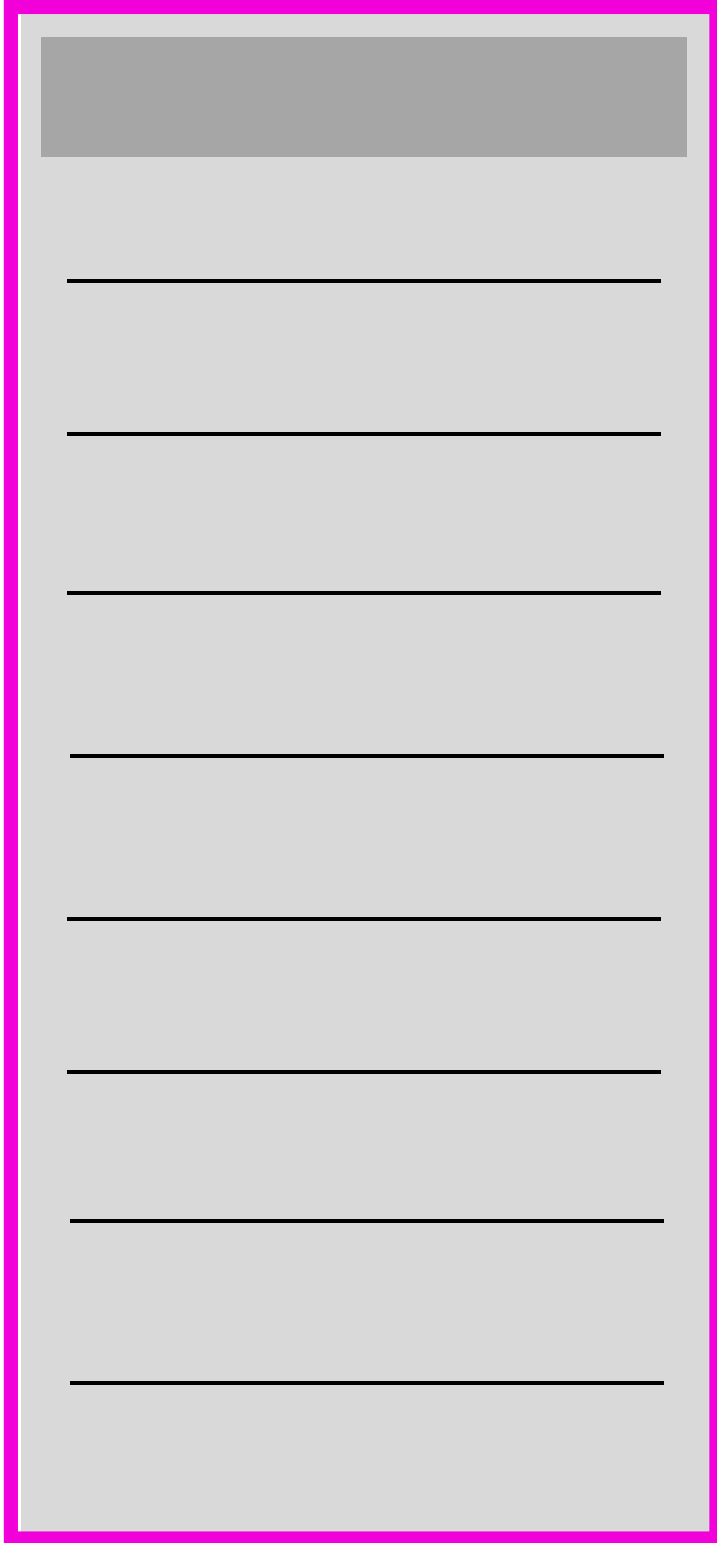
# Brain Dump

List each item under its appropriate category/color

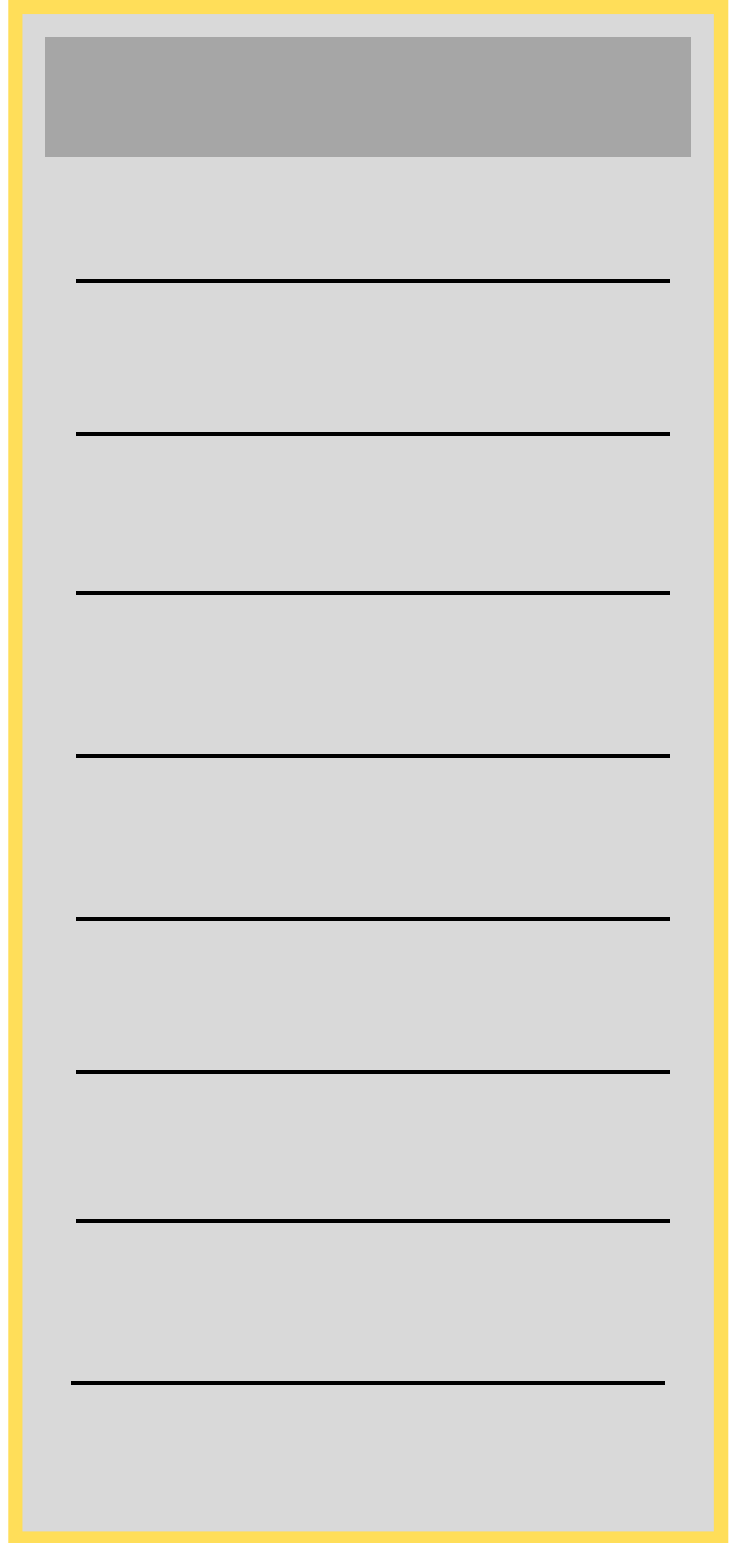


# Brain Dump

List each item under its appropriate category/color



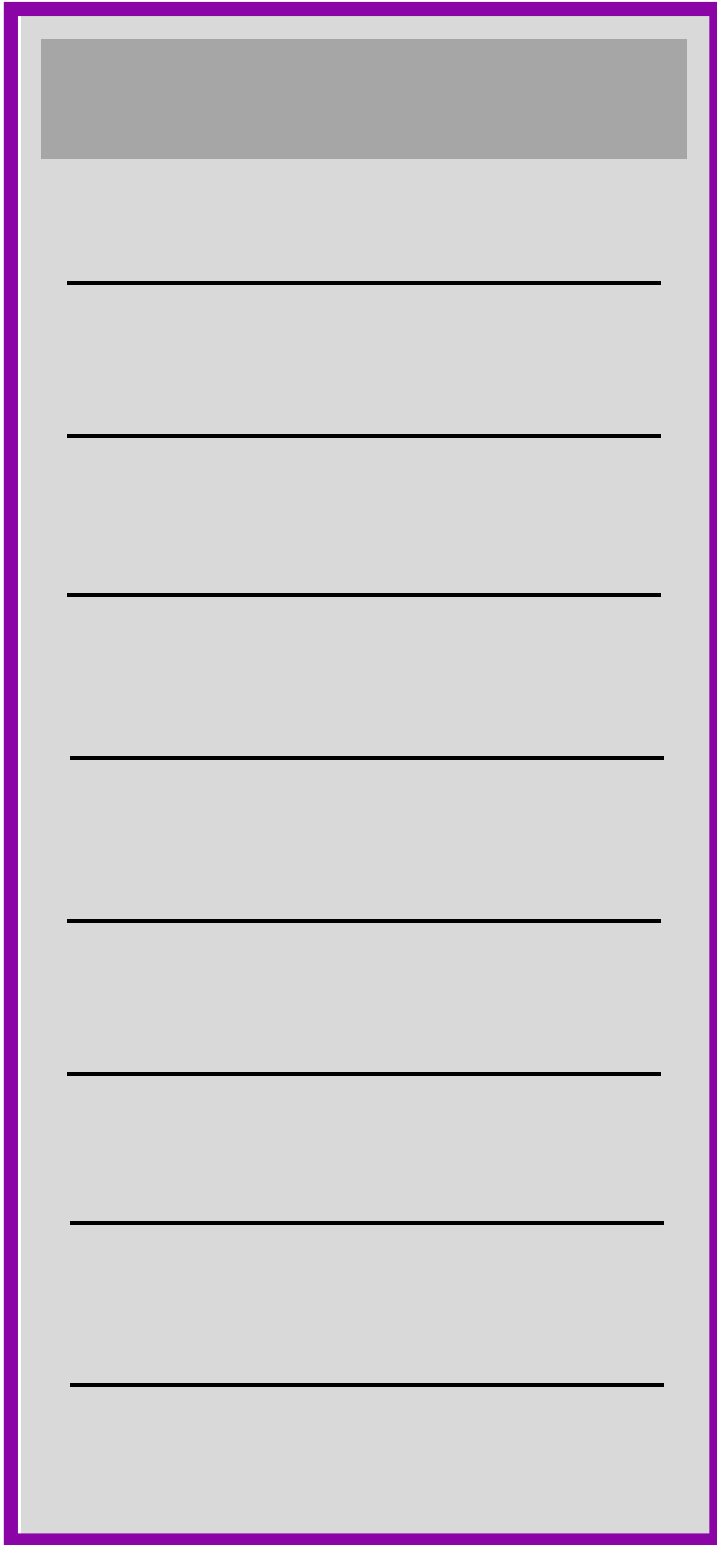
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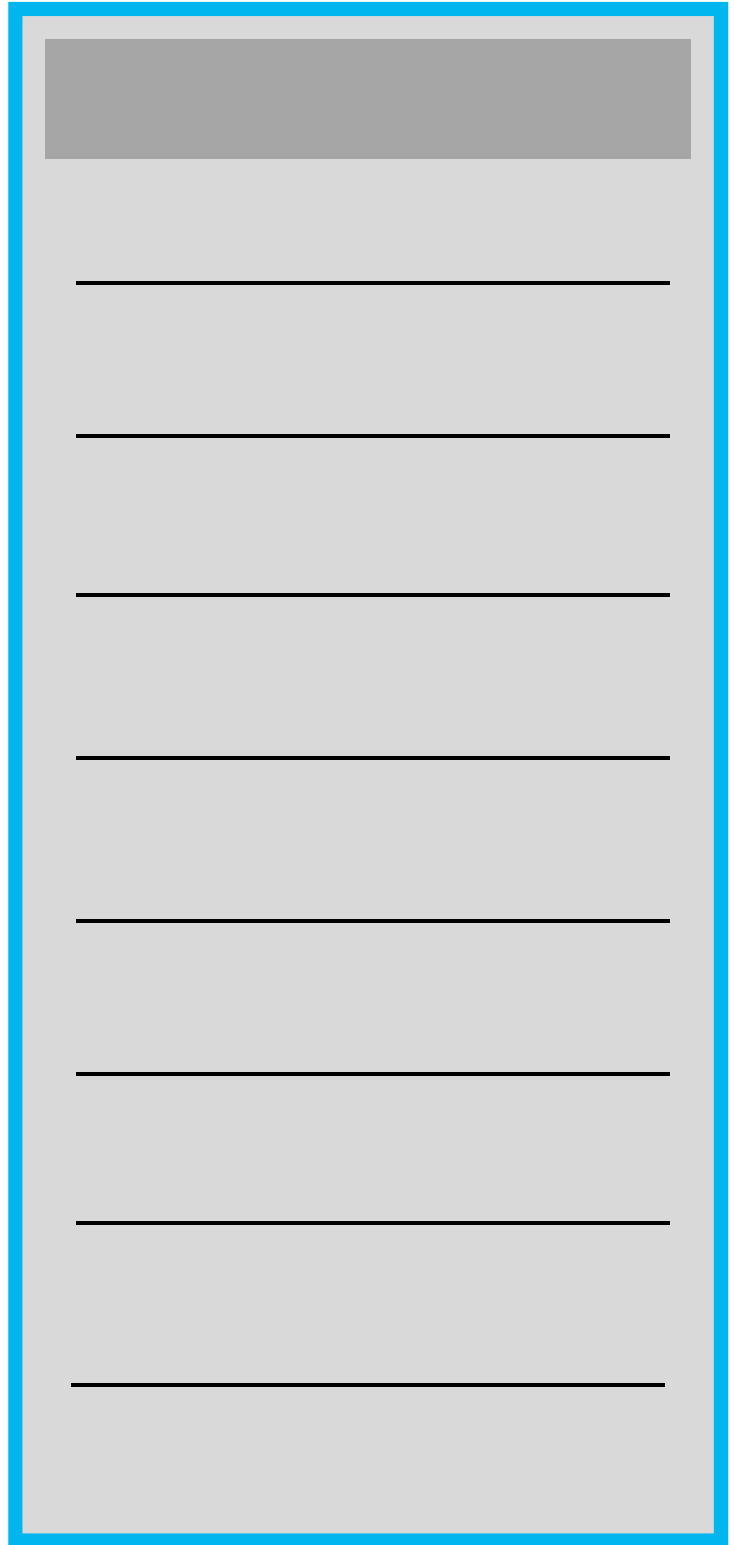
A vertical rectangular box with a thick yellow border. At the top is a solid grey header bar. Below the header are ten horizontal black lines spaced evenly down the page, providing a template for writing.

# Brain Dump

List each item under its appropriate category/color



A vertical rectangular box with a purple border. At the top is a solid grey header bar. Below the header are ten horizontal black lines spaced evenly down the page, providing a template for writing.



A vertical rectangular box with a blue border. At the top is a solid grey header bar. Below the header are ten horizontal black lines spaced evenly down the page, providing a template for writing.

# Know Yourself

## **My Why**

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## **My Definition of Success**

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---

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---

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# Know Yourself

## **Who I Am**

---

---

---

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---

## **What I Want to Accomplish**

---

---

---

---

---

# 71 Insightful Questions

**1. What are you afraid of?**

-----

**2. What would you do if you knew you could not fail?**

-----

**3. Are you typically bold or risk averse?**

-----

**4. What are some causes you believe in? (animal rights, environmental protection, gun laws, etc.)**

-----

**5. What are some things you want to work on? (being more productive, building confidence, reducing stress & anxiety)**

-----

**6. Are you generally decisive or do you struggle to make decisions?**

-----

**8. What kind of life did you envision for yourself when you were younger?**

-----

**9. Do you often trust your gut/intuition?**

-----

# 77 Insightful Questions

**10. Do you have any limiting beliefs?**

-----

**11. What would you do if you had six months to live?**

-----

**12. Do you have any regrets?**

-----

**13. What regrets do you want to avoid having in the future?**

-----

**14. What does your ideal life look like?**

-----

**15. Whose advice/opinions do you value the most? (parents, experts, YouTube stars, peers, spouse, etc.)**

-----

**16. What has been your greatest accomplishment in life so far?**

-----

**17. Your biggest failure?**

-----

# 71 Insightful Questions

**18. What was the most difficult decision you've ever had to make?**

-----

**19. Who or what inspires you?**

-----

**20. Do you have any favorite quotes and what do they say about you?**

-----

**21. How is your social image different from who you really are?**

-----

**22. How do you want to be perceived?**

-----

**23. Do you frequently get overwhelmed?**

-----

**24. What's something people often misunderstand about you?**

-----

**25. Do you think it is more important to follow the rules or to do what you think is right?**

-----

# 71 Insightful Questions

**26. Do you believe in your ability to accomplish your goals?**

-----

**27. What kind of legacy do you want to leave?**

-----

**28. What message do you have for your future self?**

-----

**29. What's your "why"?**

-----

**30. Do you believe you have a purpose & if so, what is it?**

-----

**31. What makes you happy?**

-----

**32. What are you grateful for?**

-----

**33. What's your favorite book & what does that tell you about yourself?**

-----

# 71 Insightful Questions

**34. Do you prefer to work alone or to collaborate?**

-----

**35. What sort of things do you like to do? (DIY projects, sports, going out to eat, etc.)**

-----

**36. Do you like your job? Why/why not?**

-----

**37. What are some qualities about others that bother you?  
Why?**

-----

**38. What qualities do you admire in others? Why?**

-----

**39. Are you more of an optimist, pessimist, realist, dreamer or pragmatist?**

-----

**40. What are some of your best qualities? Worst?**

-----

**41. What kind of career do you want? (work for a philanthropic company, start your own business, etc.)**

-----

# 71 Insightful Questions

**42. What's most important to you in terms of your career (the company's mission, opportunity for advancement, stability, salary, etc.)**

-----

**43. Where do you want to be in 1 year? 5? Even further down the road?**

-----

**44. What stresses you out (public speaking, being around people, sensory overload, etc.) & how can you use that stress to your advantage?**

-----

**45. Do you like to try new things?**

-----

**46. Do you feel stuck in any areas of your life?**

-----

**47. What are your insecurities?**

-----

**48. What are your core values?**

-----

# 71 Insightful Questions

**49. When are you in the “flow”?**

---

**50. Are you more introverted or extroverted?**

---

**51. What makes you unique?**

---

**52. What have you learned from your failures?**

---

**53. If you could have a superpower, what would it be?**

---

**54. What is the meaning of life?**

---

**55. When are you most confident?**

---

**56. How have you changed in the past year? 5 years?**

---



# 71 Insightful Questions

**57. What makes you proud?**

-----

**58. What makes you mad/frustrated?**

-----

**59. Do you think most people are basically good or evil?**

-----

**60. What's your political stance?**

-----

**61. What higher power, if any, do you believe in?**

-----

**62. What's your biggest goal right now?**

-----

**63. What makes you emotional?**

-----

**64. What's something you've never done and would like to do?**

-----

# 71 Insightful Questions

**65. What would you do if you won the lottery?**

-----

**66. Are you willing to work hard for what you want?**

-----

**67. Do you think you have the ability to change/improve?**

-----

**68. What is your greatest challenge right now?**

-----

**69. Do you work well under pressure? How's your time management?**

-----

**70. What things from your childhood have had the most impact on who you are today?**

-----

**71. What's your definition of success?**

-----

# 100 CORE VALUES

*Choose your top 10*

- |     |                       |     |                      |
|-----|-----------------------|-----|----------------------|
| 1.  | <u>Acceptance</u>     | 11. | <u>Awareness</u>     |
| 2.  | <u>Accountability</u> | 12. | <u>Balance</u>       |
| 3.  | <u>Achievement</u>    | 13. | <u>Beauty</u>        |
| 4.  | <u>Adaptability</u>   | 14. | <u>Boldness</u>      |
| 5.  | <u>Adventure</u>      | 15. | <u>Calmness</u>      |
| 6.  | <u>Affection</u>      | 16. | <u>Candor</u>        |
| 7.  | <u>Altruism</u>       | 17. | <u>Chastity</u>      |
| 8.  | <u>Ambition</u>       | 18. | <u>Cleanliness</u>   |
| 9.  | <u>Appreciation</u>   | 19. | <u>Commitment</u>    |
| 10. | <u>Authenticity</u>   | 20. | <u>Communication</u> |

# 100 CORE VALUES

*Choose your top 10*

21. Compassion

22. Composure

23. Confidence

24. Conviction

25. Cooperation

26. Courage

27. Creativity

28. Decisiveness

29. Dependability

30. Determination

31. Devotion

32. Discipline

33. Education

34. Empathy

35. Ethics

36. Equality

37. Fairness

38. Fame

39. Fitness

40. Flexibility

# 100 CORE VALUES

*Choose your top 10*

41. Fun

42. Generosity

43. Gratitude

44. Growth

45. Happiness

46. Honesty

47. Honor

48. Humility

49. Humor

50. Individuality

51. Independence

52. Inner peace

53. Innovation

54. Integrity

55. Intelligence

56. Intuition

57. Justice

58. Kindness

59. Leadership

60. Liberty

# 100 CORE VALUES

*Choose your top 10*

61. Logic

62. Love

63. Loyalty

64. Moderation

65. Open-mindedness

66. Optimism

67. Originality

68. Passion

69. Patience

70. Perseverance

71. Philanthropy

72. Poise

73. Popularity

74. Pragmatism

75. Pride

76. Professionalism

77. Realism

78. Recognition

79. Relationships

80. Relaxation

# 100 CORE VALUES

*Choose your top 10*

81. Religion

82. Respect

83. Responsibility

84. Safety

85. Self-Awareness

86. Self-Control

87. Security

88. Service to others

89. Sharing

90. Simplicity

91. Solitude

92. Spirituality

93. Spontaneity

94. Success

95. Support

96. Timeliness

97. Tradition

98. Vitality

99. Wealth

100. Wisdom

# *Childhood Reflections*

**What did you want to be when you grew up?**

---

---

---

**What did you love to do?**

---

---

---

**How did you envision your future?**

---

---

---



# Set Smart Goals

## **S**pecific

*Is your goal specific enough?*

## **M**easurable

*Will you be able to track your progress?*

## **A**ttainable

*Is your goal realistically attainable given your available resources?*

## **R**elevant

*Is your goal relevant to your "why"?*

## **T**ime-bound

*When will your goal be achieved?*

# MY "BHAG"

*A Big, Hairy, Audacious Goal*



*Chunk it down ...*



# MEDIUM GOALS

---

---

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---

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---

---

---

---

---

*Chunk it down ...*



# SMALL GOALS



# ONE THING I CAN DO RIGHT NOW

---

A large rectangular area with a black border and horizontal white lines, intended for writing. The area is divided into 15 horizontal rows by white lines, providing a space for the user to write their answer to the prompt above.

# *Social Media Detox* **USAGE TRACKER**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

# Limiting Beliefs to Empowering Beliefs

**I can't.**



**I CAN'T YET.**

---

**I'm not ready.**



**THE BEST TIME TO START IS NOW.**

---

**Everything has to be perfect.**



**MY BEST IS GOOD ENOUGH.**

# Limiting Beliefs to Empowering Beliefs

**I can't pursue my dreams because I might fail.**



**FAILURE IS AN INEVITABLE PART OF SUCCESS.**

---

**It's too late.**



**AS LONG AS I'M ALIVE, I CAN TRY; IT'S NEVER TOO LATE.**

---

**That's just how things are/the way the world works.**



**I AM IN CONTROL OF MY LIFE.**



# Limiting Beliefs to Empowering Beliefs

**I'm not good enough.**



**I am enough - always have been, always will be.**

---

**I'm not motivated.**



**I SET ACHIEVABLE, INTRINSIC GOALS WITH A CLEAR "WHY".**

---

**There are a limited amount of resources that are hard to come by.**



**THERE IS AN ABUNDANCE OF SUCCESS/JOY/MONEY/TIME.**

# Limiting Beliefs to Empowering Beliefs

**Self-care is selfish.**



**I CAN'T POUR FROM AN EMPTY CUP.**

---

**I'm too busy.**



**I MAKE TIME FOR WHAT'S IMPORTANT TO ME.**

---

**"If time permits ..."**



**I AM THE STEWARD OF MY TIME AND I  
CHOOSE HOW TO SPEND IT.**

# Gratitude Prompts & Exercises

*I am grateful for this ...*

**Act of kindness:**

**Convenience:**

**Display of mercy:**

**Family member:**

# Gratitude Prompts & Exercises

*I am grateful for this ...*

**Fortuitous event:**

**Friend:**

**Knowledge/Lesson:**

**Often-overlooked blessing:**

# Gratitude Prompts & Exercises

*I am grateful for this ...*

**Personality Trait:**

**Pleasant surprise:**

**Simple thing:**

**Skill/strength:**

# *Gratitude Prompts & Exercises*

---

---

## **Gratitude Jar**

**Each day, write down one thing you are grateful for on a piece of paper. Fold it and place it into the jar. Open the jar whenever you're feeling overwhelmed.**

## **Gratitude Rock**

**Find a rock you like (because you like the color/texture/pattern, or because it's from a special place, etc.) Whenever you are feeling overwhelmed, hold the rock and remember all the things you are grateful for. Take a moment to be mindful and focus on the positive.**

## **Gratitude Walk**

**Go for a walk outside. Nature has an amazing ability to calm the nerves, clear the head, and lift the spirit. As you walk, look in awe at the natural beauty all around you. Think of all the things you are grateful for that you might typically take for granted such as the air that fills your lungs, the trees that give you shade, or the legs that allowed you to go on the walk in the first place.**

# 50 Foods that Reduce Stress

1. **Acai berries**
2. **Almonds**
3. **Apples**
4. **Asparagus**
5. **Avocados**
6. **Bananas**
7. **Basil**
8. **Beans**
9. **Blueberries**
10. **Broccoli**
11. **Cashews**
12. **Chamomile tea**
13. **Chia seeds**
14. **Cilantro**
15. **Coconut**
16. **Collard greens**
17. **Cranberries**
18. **Dark chocolate**
19. **Fermented foods**
20. **Flaxseed**

# 50 Foods That Reduce Stress

21. Garlic

22. Ginger

23. Grapefruit

24. Hemp seeds

25. Kale

26. Kava tea

27. Lemon

28. Nutmeg

29. Oatmeal

30. Onions

31. Oranges

32. Oysters

33. Parsley

34. Passionflower tea

35. Peanut butter

36. Peppermint tea

37. Pistachios

38. Pumpkin seeds

39. Quinoa

40. Rosemary



# 50 Foods That Reduce Stress

41. Salmon

42. Seaweed

43. Spinach

44. Sweet potatoes

45. Swiss chard

46. Tomatoes

47. Turkey

48. Turmeric

49. Valerian root

50. Yogurt

# 50 Foods That Increase Stress

1. Alcohol
2. Artificial sweetener
3. Bacon
4. BBQ Sauce
5. Beef jerky
6. Bread
7. Cake
8. Candy
9. Canned foods
10. Cereal
11. Chinese food
12. Coffee
13. Coffee creamer
14. Cold cuts
15. Cow milk
16. Doughnuts
17. Energy drinks
18. Fast food
19. French fries
20. Fried chicken

# 50 Foods That Increase Stress

21. Frosting

22. Frozen meals

23. Fruit juice

24. Gum

25. Hot dogs

26. Hot Pockets

27. Ice cream

28. Ketchup

29. Margarine

30. Mayonnaise

31. Meal replacements

32. Microwave popcorn

33. Mozzarella sticks

34. Nachos

35. Pasta

36. Pastries

37. Pepperoni

38. Pizza

39. Pop Tarts

40. Potato chips

# 50 Foods That Increase Stress

41. Ramen noodles
42. Salad dressing
43. Sausages
44. Soda/diet soda
45. Soy sauce
46. Sports drinks
47. Sugar-free Jell-O
48. Tofu
49. Tomato sauce
50. Wheat bran

# Breathing Exercises

## **4-7-8 Breathing**

- **Inhale through your nose for 4 seconds**
- **Hold for 7 seconds**
- **Exhale slowly but forcefully through your mouth**
- **Try to expel all the air from your lungs by the time you count to 8 seconds**

## **Pursed Lip Breathing**

- **Inhale normally through your nose to the count of 2 seconds**
- **Purse your lips and slowly exhale to the count of 4 seconds**

# Breathing Exercises

## **Belly Breathing**

- **Inhale through your nose, allowing your belly to fill with air**
- **Place your hands on your belly and feel it rise as you inhale**
- **Purse your lips and exhale softly**

## **Box Breathing**

- **Inhale normally to the count of 4 seconds**
- **Hold for 4 seconds**
- **Exhale through your mouth for 4 seconds**
- **Keep lungs empty for 4 seconds**

# Breathing Exercises

## **Alternate Nostril Breathing**

- **Close your right nostril with your right thumb**
- **Inhale slowly through your left nostril**
- **Release the right nostril**
- **Close your left nostril with your right pinky finger**
- **Exhale slowly through your right nostril**
- **Repeat for the other side**