

The overwhelm reset

When everything feels equally urgent.

Get thoughts out of your head, sort what matters now, and choose just one next move.

01 Put it on paper

Write the things competing for your attention. Fragments are fine.

You do not need to organise them yet.

02 Sort the pile

Mark each item: NOW / LATER / ASK FOR HELP / LET GO.

NOW means a real deadline or consequence, not simply the loudest thought.

03 Choose one thing

What would make today a little easier if it moved forward?

If everything feels urgent, choose the smallest useful action.

04 Lower the load

What can wait, be simplified, or be shared with someone?

Example: Send a short update instead of writing the perfect response.

05 Create a return point

My next action is... I will check the rest again at...

Keep the rest of the list somewhere you can find it. You do not have to hold it all.

Use this as a flexible planning prompt, not a test or a treatment.

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