

OVERWHELMED NO MORE

Gentle Steps to a Calmer Side of Life

Companion Workbook

A simple space to pause, reset and work out what you need.

This workbook belongs to:

Date:

"Progress matters more than perfection."

Work through each page in order, or dip in whenever you need it.

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SORT & PRIORITISE — PAGE 3

Sort what you're carrying.

Take the things from Page 2 and sort them below. You don't need to move every single item — just the ones that feel loudest right now.

NOW	LATER
<i>What genuinely needs my attention soon?</i>	<i>What can wait without causing a problem?</i>
NOT MINE TO CARRY	
<i>What belongs to someone else, or am I taking responsibility for something that isn't actually mine?</i>	

What could I take off my shoulders today?

Recognise overwhelm earlier.

When you know your personal warning signs, you can catch them sooner — before things get too heavy. Think back to times when you've been overwhelmed. What did you notice first?

IN MY BODY

What physical signs do I notice?

e.g. tension, tiredness, headaches, shallow breathing

IN MY THOUGHTS & FEELINGS

What starts happening inside my head?

e.g. worry loops, irritability, feeling flat, dreading things

IN WHAT I DO

How does my behaviour change?

e.g. avoiding things, snapping, withdrawing, stopping hobbies

One warning sign I want to notice sooner is...

PERSONAL RESET — PAGE 5

What genuinely helps you.

A reset doesn't have to fix everything. It just needs to make the next few minutes feel more manageable. Fill in what actually works for you — not what you think should work.

WHEN I HAVE 5 MINUTES

e.g. step outside, make a drink, breathe slowly, write one thing down

WHEN I HAVE 15 MINUTES

e.g. a short walk, a bath, put on a favourite song, write in a journal

WHEN I HAVE MORE TIME AND ENERGY

e.g. a longer walk, time with someone who restores me, something creative

The easiest thing for me to reach for when I'm overwhelmed is...

FOCUS — PAGE 6

Reduce the noise. Choose one thing.

When everything feels equally urgent, nothing gets the attention it deserves. This page helps you find the one thing that matters most right now — and give yourself permission to let the rest wait.

The one thing that matters most right now is...

Why does this need my attention?

What is the smallest first step I can take?

EVERYTHING ELSE CAN WAIT

What am I giving myself permission NOT to deal with right now?

One thing completed is still progress. You do not have to carry the whole list at once.

LET GO — PAGE 7

Not everything needs doing now, or by me.

Use the three questions from the book to review what you're carrying. Then fill in what you can actually put down, defer or hand on to someone else.

The Three Questions

1. Does it need doing?
2. Does it need doing now?
3. Does it need doing by me?

Something I can let go of completely...

Something I can leave until later...

Something I can ask someone else to do...

Not everything that needs doing needs doing now, and not everything that needs doing needs to be done by you.

PERSONAL PLAN — PAGE 8

Your plan to come back to.

Bring everything together. This is your personal reference page — something to return to when things start feeling like too much again.

I know I'm becoming overwhelmed when...

When I notice these signs, the first thing I will do is...

Something I can put down or allow to wait is...

Someone I can ask for help or support is...

Something from my Reset Menu that usually helps is...

My reminder to myself:

What would I want to remember when everything feels like too much?

*You do not need to wait until you are completely overwhelmed
to give yourself permission to stop, reset or ask for help.*