

10 Steps to Calm

- 1. STOP AND YAWN.** The most effective thing you can do right now is take the time to STOP and clear your head. You can fast-track this process with three BIG yawns to calm your fight/flight response and activate your relax response
- 2. RECOGNISE IT'S OK.** You're overwhelmed for a reason. Let yourself off the hook and show yourself some love.
- 3. DUMP IT OUT.** Make a list and dump out anything that's weighing on your mind, big or small, without judgement.
- 4. THE BIG DITCH.** Be ruthless – cross off anything that's not relevant right now. Not urgent? Not in your control? Will take care of itself in time?
- 5. DELEGATE.** Get creative! If you assumed everyone you asked would say yes, what would you hand over? What could be helped with a conversation?
- 6. REFOCUS.** What's the big picture? What matters most?
- 7. PRIORITISE.** Use the ABC rule... **A**bsolutely has to happen today... **B**e nice if it happened today, but... **C**ould happen any day really.
- 8. REPLENISH.** Leave your list alone for 20 minutes. Do something that fills you up and shifts your emotional state. Cuppa? Fresh air? Cuddle a pet?
- 9. EAT THE ELEPHANT.** Start working through your priorities, one at a time.
- 10. REST AND REWARD.** Take a mini-break and celebrate after each completed priority. A personal high-five, a stretch in the fresh air, another cuppa? Repeat as needed, and treat yourself gently for a day or two.