

## How to avoid feeling overwhelmed

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Feeling overwhelmed is a common occurrence in most people, especially in today’s fast-paced world. Sometimes we feel overwhelmed in the midst of a major event, but in most instances, it’s a series of little things happening simultaneously. There were many times when I would freeze up when my phone rang, someone knocked on my door, my text message alerts were chirping, and my email notifications buzzed relentlessly, all at the same time! It felt like paralysis overtook my body and I couldn’t move anything but my eyeballs.

This kind of paralysis is a natural sensation that occurs when a human or animal brain becomes inundated with many things at once. For instance, do you know why a lion tamer uses a stool to control a lion? What’s so powerful about the stool? Wouldn’t a sword or baseball bat be a better option?

A lion tamer uses the stool by holding it up and pointing the four legs toward the lion’s face. At that moment, the lion tries to focus on all four legs at the same time. This is difficult for the lion to do so it becomes overwhelmed and remains still as it tries to decide which leg to focus on.

To prevent this type of overwhelming sensation from happening to you, it is imperative that you concentrate on one task or activity at a time. A good method to do this is to prioritize and work on the most important and urgent tasks/activities first and then moving to the less important and less urgent ones.

A great way to prioritize is to place each task or activity into one of the following four categories:

- 1) Important & Urgent
- 2) Important & Not Urgent
- 3) Urgent & Not Important
- 4) Not Urgent & Not Important

Tasks/activities in #1 need to be

accomplished first and immediately! Tasks/activities in #2 need to be given deadlines for attention later on. Tasks/activities in #3 need to be delegated to another capable person if one is available. If no one is available to help, then get to these activities immediately after you have finished or made a dent in the Important and Urgent activities. And tasks/activities in #4 need to be set aside or filed away for another day or perhaps postponed indefinitely!

The key to all this is knowing what to overlook. Not everything is important and urgent. Like a wise man once said, “If everything is important, then nothing is important.”

So organize or agonize. Don’t get wrapped up in a life and job where everything goes or you’ll end up in a life and job where nothing goes.

~ The End ~