

# D.U.M.P. Your Overwhelm

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## OBJECTIVES

- The goal of this workshop is to share some simple strategies to survive overwhelm. Super-achievers all get there from time to time (Hint: this never happens to under-achievers).

## TOOL KIT

### DELEGATION MATRIX

	GOOD	BAD
Love		
Hate		

### SAFE FORMULA

- **How important is it?** 5 points (critical), 4 points (necessary), 3 points (important), 2 points (helpful), 1 point (marginal).
- **How urgent is it?** 5 points (This month), 4 points (Next month), 3 points (This quarter), 2 points (Next quarter), 1 point (Before end of year).
- **What's the priority?**
  - A. 16-25 points – top priority, by end of month
  - B. 9-15 points – medium priority, by end of quarter
  - C. 1-8 points – low priority, by end of year

### ACCOUNTABILITY BUDDY

**Name:**

**Time zone:**

**Phone:**

**Email:**

**Date & time:**

### KEY POINT:

Overwhelm can be defeated if you apply this proven system.

### CONSOLIDATED TO-DO LIST

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