




BONUS

Explore actionable insights to find
balance and ease during chaotic times

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The Overwhelm Emergency Kit

A gentle reset for when everything feels like too much.

How to Use This Kit (Keep It Simple)

When you feel:

- Frozen
- Snappy or reactive
- Avoiding everything
- Mentally scattered
- On the edge of tears

Do not try to fix your business.

Instead:

1. Pause.
2. Open this kit.
3. Follow it in order.
4. Stop after 10 minutes.

That's enough.

Step 1: The 90-Second Nervous System Reset



Option B: 5-4-3-2-1 Grounding

- 5 things you see
- 4 things you feel
- 3 things you hear
- 2 things you smell
- 1 thing you taste

You are not behind.
You are overloaded.

🧠 Step 2: The Clarity Filter

Open a blank page and answer only this:

What actually matters in the next 24 hours?

Now sort everything into 3 buckets:

Now (Must Happen)

Soon (Can Wait)

Not Now (Let It Go)

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Do this before you think about anything else.

Try one of these:

Option A: Box Breathing (2 minutes)

- Inhale 4
 - Hold 4
 - Exhale 4
 - Hold 4
- Repeat 4 times.

Rules:

- “Now” = 1–3 items max.
- If everything feels urgent, nothing is.
- You are allowed to disappoint expectations that were unrealistic.

🔥 Step 3: The 10-Minute Rescue Plan

Choose ONE of your “Now” items.

Set a timer for 10 minutes.

During those 10 minutes:

- No email.
- No multitasking.
- No perfecting.
- Just forward movement.

When the timer ends:

You can stop.

Momentum often returns once pressure drops.

💬 Step 4: The Reality Reframe



Overwhelm says:

“I can’t handle this.”

Replace it with:

- “This is a lot — and I can take it one piece at a time.”
- “I don’t need to solve everything today.”
- “Productivity is not proof of worth.”

Pick one and repeat it slowly.




🌿 Step 5: The Micro Reset (Optional but Powerful)

Choose one:

- Step outside for 3 minutes.
- Drink a full glass of water.
- Put your hand on your chest and breathe.
- Send one honest message asking for support.
- Close your laptop for 20 minutes.

You are allowed to regulate before you produce.


 Printable Quick Version

(One-Page Insert)

When Overwhelmed:

1. Breathe (2 minutes)
2. List what truly matters in 24 hours
3. Pick ONE task
4. Work 10 minutes
5. Stop or reassess

Nothing else.



💛 Closing Note

This kit is not about doing more.
It's about lowering the noise so clarity can return.

You are not failing.
You are carrying a lot.

And clarity comes back faster when pressure softens.