



Crush Overwhelm

A WORKSHOP BY ANNIE SALVADOR

TOOL

YOUR ACTION
PLAN



INSTRUCTIONS

WELCOME TO CRUSH OVERWHELM - 90-MINUTE DO WORKSHOP

****YOUR GOAL:**** Walk away with ****3 Chaos-Crushing Moves**** + a ****lifetime system****.

HOW IT WORKS:

STEP 1. **RESET** the brain.

STEP 2. **DUMP** everything or HAVE A BIG GOAL? → Jump to SMARTER Goal (Page 18)

STEP 3. **CHUNK** into 4 streams - Decisions, Questions, Avoiding/Not doing, Energy Leaks

STEP 4. **SCORE** every item 1-10 - TRANSFORM into **ACTION** steps.

STEP 5. **PRIORITIZE** IN TWO MOVES

- **Move 1: Chunk 8-10s** - KILL → DELEGATE → TODAY → WEEK
- **Move 2:** Pick **ROUND 1** - 3 MIT'S - ****SMARTer Goal**** (if big goal)

STEP 6. **RESET** GRATITUDE

STEP 7. **BLOCK** TIME IN CALENDAR

STEP 8. **KEEP IT GOING**

****RULES:**

Only **3** active moves at a time

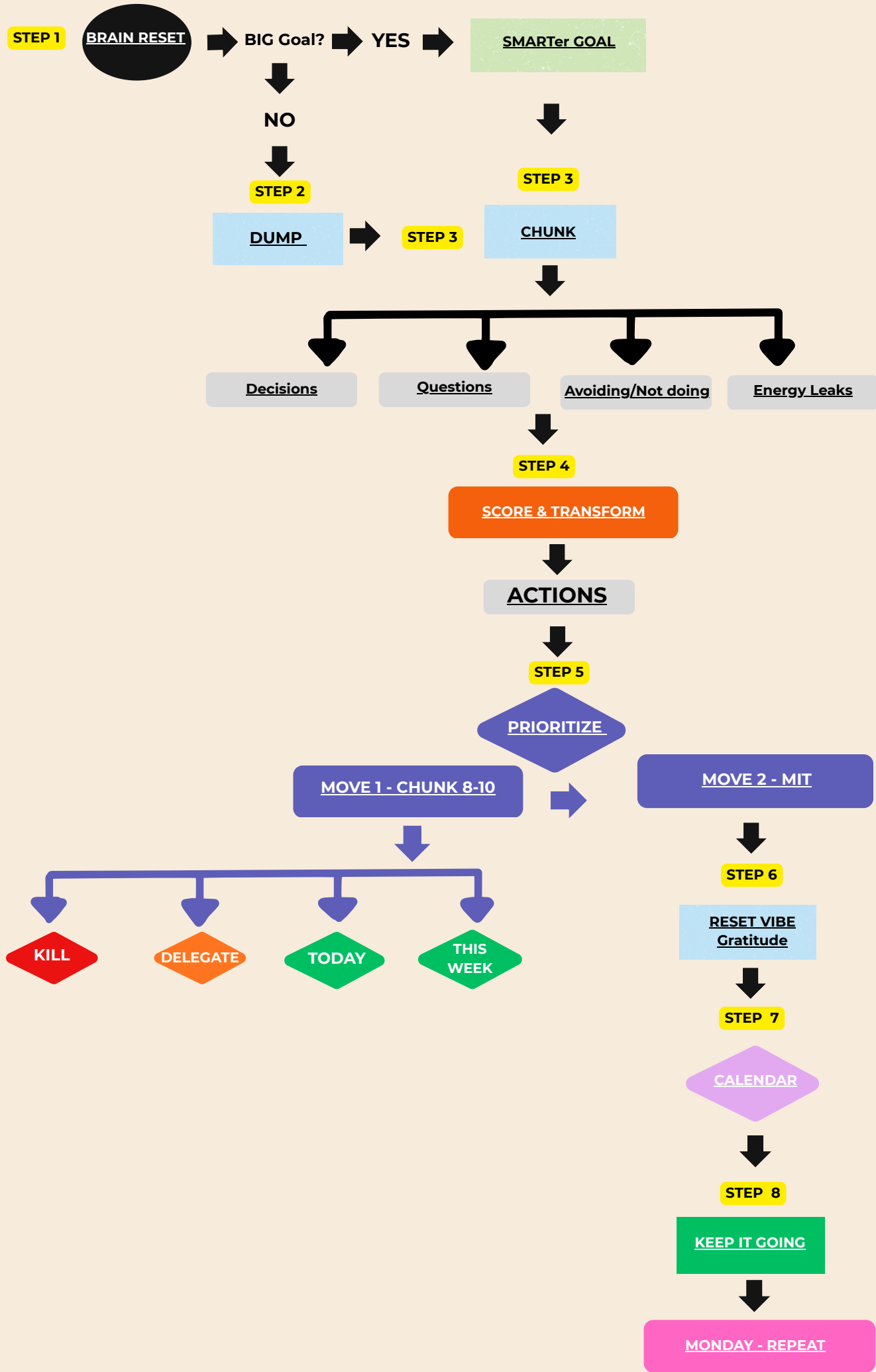
KILL = DO IT NOW

DELEGATE = /LINK

Complete Round 1 → Unlock Round 2 → Win

****THIS IS A WEEKLY TOOL — REPEAT EVERY MONDAY****

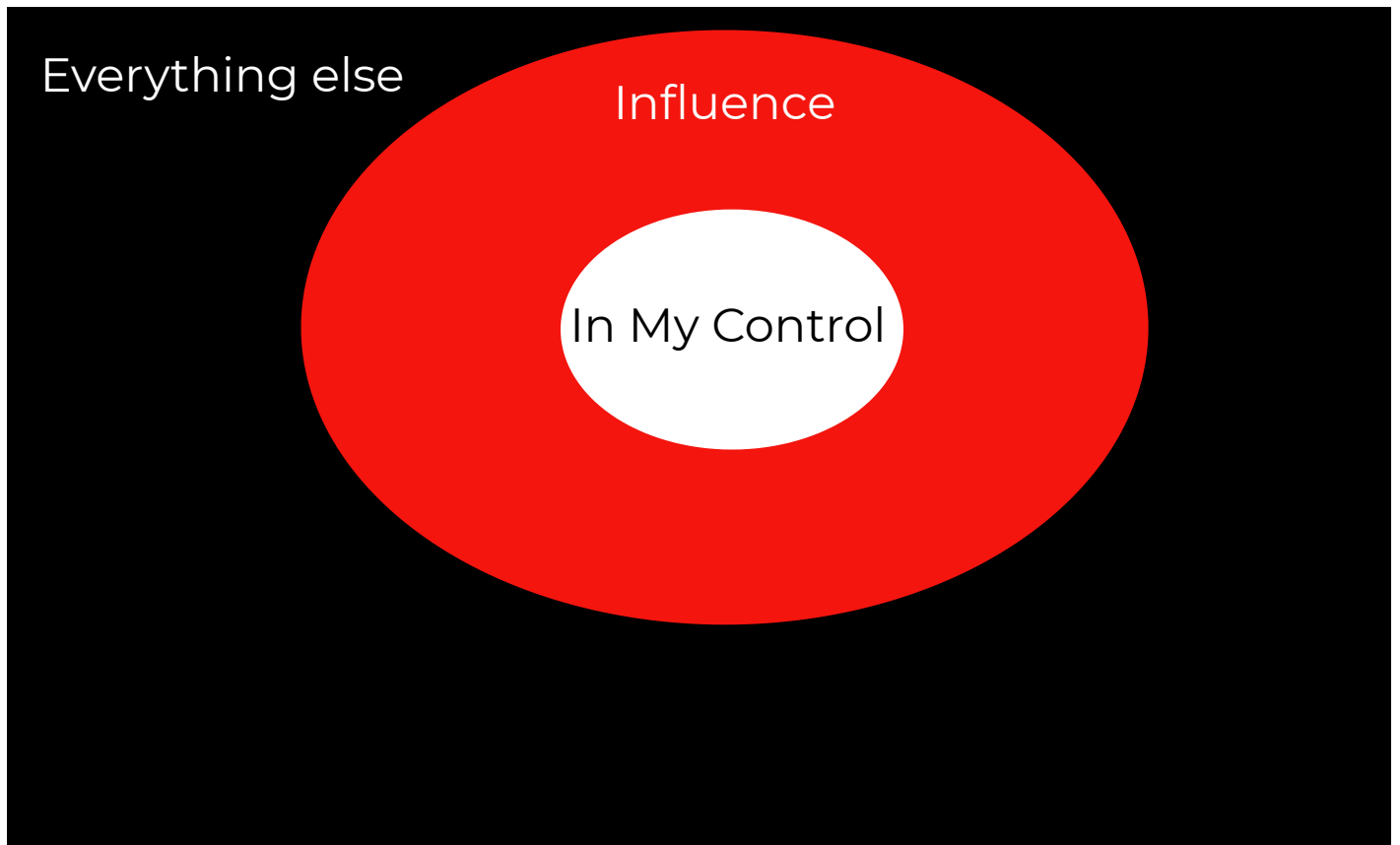
Let's crush chaos. → Turn the page. Start with ****STEP 1: RESET BRAIN****



Mental Clutter

In life, when your mind is overwhelmed, the first place to always start is with the Control Sphere. Much of our time is spent focused on the wrong stuff, much of which never happens, or wasn't even our problem to solve, when there is another thing that does require our attention.

Put your time and energy where it matters.



Mental discipline is focusing on the right stuff.

BE SURE YOU USE THIS WORKSHOP TO FOCUS SOLEY ON
WHAT IS WITHIN YOUR CONTROL AND INFLUENCE

The rest give to God

STEP 1 - RESET THE BRAIN

CROSSOVER - Bilateral Exercise

Mental Jogging

Nose to Ear

Get In nature

Mini Workout

STEP 2: PURE BRAIN DUMP

— Keep It Raw

NO CATEGORIES. NO FILTER. JUST DUMP.

(Use back of page or extra sheet if needed)

STEP 3: Chunk the Chaos

STEP 3: CHUNK into 4 streams only (pure parking)

- Decisions
- Questions
- Avoiding / Excuses
- Energy Leaks / Not Doing

Anything that doesn't fit? → Leave it on the Dump page (Page 6)

→ You'll score + transform it in Step 4 anyway

****Delete from DUMP page
as you add to CHUNK page!**

Why this works:

Pattern emerges ("Wow, 5 Energy Leaks!")

No pre-judging — dump first, sort later

"DO NOT score yet. Wait for Step 4"

"DO NOT create and action step yet. Wait for step 4"

DECISIONS TO MAKE

“Binary or multi-choice forks”

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Decision:

Action step

Score

Questions that need answering

“Unknowns blocking progress”

Question:

Score

Action step

Question:

Score

Action step

Question:

Score

Action step

Question:

Score

Action step

Question:

Score

Action step

Question:

Score

Action step

Question:

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Action step

Question:

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Action step

Question:

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Action step

Question:

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Action step

Question:

Score

Action step

Question:

Score

Action step

Question:

Score

Action step

Avoiding (& Excuses)

“Tasks I’m dodging”

Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

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Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

Action step

Avoiding/Excuses

Score

Action step

ACTIONS MASTER LIST — YOUR LEVERAGE VAULT

Copy every transformed + scored item from Step 4 here

This is your single source for every MIT Round.

When 8-10s are gone → revisit Step 3 → upgrade any 6-7s → bring here

TASK

Deadline

Time needed

Score

STEP 4: SCORE every item and TRANSFORM

Now unlocked!

****MANDATORY — NO STEP 5 UNTIL ALL SCORED + TRANSFORMED****

1 SCORE 1-10 (10 highest impact or urgency)

Go through:

- All 4 stream pages (8-11)
- Anything still left on Dump page (Page 6)

2.TRANSFORM → ACTION STEP (5 sec)

Example.

- Question → “Ask who / Research X”
- Decision → “Choose A or B by...”
- Avoiding → “Do it or Kill it” (Must make it to the calendar)
- Not Doing → “Kill or Restart”

“Should I fire X?” → Score: 9 /10 → **ACTION:** Draft email

“Old board role” → Score: 8 /10 → **ACTION:** Resign email

3.TRANSFER → copy to ****ACTIONS MASTER LIST** (Page 12)

6-7s? → Leave in Step 3 until they become 8-10s → then bring here

→ THEN GO TO **STEP 5**

[Start here](#)

STEP 5: PRIORITIZE IN 2 MOVES

How to

You now have ONE source of truth:

PAGE 12 — ACTIONS MASTER LIST (all transformed + scored items)

MOVE 1

1. CHUNK ONLY 8-10s FROM PAGE 12 (ACTIONS MASTER LIST)

2. Take every item scored 8-10 and write it into ONE of the four zones below:

KILL / ARCHIVE / SWAP → DO IT ****RIGHT NOW****

(cross off, cancel, resign, swap music → prayer, etc.)

DELEGATE / BATCH → Write it + /LINK → send to DELEGATION TRACKER (Page 16)

CRUSH TODAY → 1–3 items max — these are screaming for today

CRUSH THIS WEEK → The rest of your 8-10s

If PAGE 12 (ACTIONS MASTER LIST) is empty of 8-10s

→ go back to Step 3 streams

→ any 6-7 now feels like 8-10?

→ move it to Page 12 and chunk)

MOVE 2 — PICK YOUR ROUND 1 - MIT, MOST IMPORTANT TASKS

From the two green zones above (CRUSH TODAY + THIS WEEK) choose your ****TOP 3****.

Write them on the next page as ROUND 1

Add micro-action + exact BY WHEN

Big rock? → go to SMARTER Goal page

When ROUND 1 is complete → unlock ROUND 2

→ Pick next 3 from remaining 8-10s on PAGE 12

(or revisit Step 3 to upgrade new ones)

That's it.

One vault (Page 12) → infinite rounds → zero overwhelm.

Step 5: PRIORITIZE, MOVE 1

- Chunk 8-10

CHUNK ONLY 8-10s FROM PAGE 12 (ACTIONS MASTER LIST)

****ONLY**** items scored 8-10 go here. Group them into 4 zones:

KILL / ARCHIVE KILL / ARCHIVE / SWAP — DO IT NOW

1 _____

2 _____

3 _____

→ ****ACTION NOW**** Literally Do it NOW. Cross it off. Cancel it. Unsubscribe.

DELEGATE - Add to the DELEGATE PAGE - NOW / BATCH ADD TO CRUSH TODAY

1 _____

2 _____

3 _____

CRUSH **TODAY (1-3 items max)**

1 _____

2 _____

3 _____

CRUSH **THIS WEEK (Today-Fri)**

1 _____

2 _____

3 _____

→ Pick ****FINAL 3 🔥**** from TODAY + THIS WEEK → Next page

MOVE 2 - CRUSH IN ROUNDS OF 3 (MITs)

HAVE ONE BIG GOAL? → Jump to SMARTER Goal

Pick **ONLY** from ACTIONS, CRUSH TODAY + THIS WEEK

ROUND 1 - Block doing time now!

ACTION 1: _____

By When? _____

ACTION 2: _____

By When? _____

ACTION 3: _____

By When? _____

Add key dates to calendar NOW

Delegated? Update now

Completed? Erase move to round 2

ROUND 2 - Block doing time now!

ACTION 1: _____

By When? _____

ACTION 2: _____

By When? _____

ACTION 3: _____

By When? _____

Add key dates to calendar NOW

Delegated? Update now.

Completed? Erase move to round 3

ROUND 3 - Block doing time now!

ACTION 1: _____

By When? _____

ACTION 2: _____

By When? _____

ACTION 3: _____

By When? _____

Add key dates to calendar NOW

Delegated? Update now.

Completed? Erase

ALL 3 ROUNDS DONE? → YOU WIN!

NOW:

1. Go back to PAGE 12 — ACTIONS MASTER LIST
 2. Any 8-10s left? → Return to ****STEP 5**** (Page 13)
 - Chunk them again (KILL → DELEGATE → TODAY → WEEK)
 - Pick your ****next Round 1****
 3. Page 12 empty? → Revisit Step 3 streams
 - Upgrade any 6-7s that now feel 8-10
 - Bring to Page 12 → Repeat Step 5
- Never stop winning.

SMARTER GOAL

(Specific, Measurable, Achievable, Relevant, Time-bound - Evaluated, Rework

****ONLY FOR BIG-ROCK MITs → Skip if 5-min task**

SMART GOAL

SPECIFIC

MEASURABLE

ACHIEVABLE

RELEVANT

TIME-BOUND

VALUE/IMPACT

RESOURCES HAVE

RESOURCES NEED

PEOPLE HAVE

PEOPLE NEED

SMARTER GOAL

(Specific, Measurable, Achievable, Relevant, Time-bound - Evaluated, Reworked)

POSSIBLE PROBLEMS

POSSIBLE SOLUTIONS

BENCHMARK DATES AND CHECK-INS

****IMMEDIATE ACTION:****

Open calendar ****NOW**** → Block time for each SMARTER Goal

****IMMEDIATE ACTION:****

Add these new items to the **ACTIONS** PAGE ****NOW**** → keep it going!

- Ecology Check:** “Does this plan energize you and align with your vision?”
- Accountability:** “Text a colleague one commitment (e.g., ‘Pitch done tomorrow’).”
- Anchor it in:** See it. Own it. AS IF you already smashed this goal.

Delegation Tracker

TASK

OWNER

BY WHEN

CHECK-IN

Status

Step 6: RESET - Gratitude

Gratitude is the antidote for everything.

Do a 2-minute Gratitude.

List 3 things you're grateful for.

Really, it's on you to take time to appreciate what you have, what's working and what brings you joy. There is always something to be grateful for.

As you write them, spend a little time there. Why is it so precious?

3 things I am grateful for;

Step 7: Calendar - mandatory

STOP! BLOCK IT NOW (MIT + SMARTER)

- Important family commitments - family first!
- Deadlines - and check-ins/benchmarks -
- Delegate date check-ins
- Block action time needed for 'doing' tasks
- Everything that takes time, add to calendar
- Review dates

***** Revisit your avoiding list and ensure you have the next step defined and within your calendar. If it is not yours to deal with, hand it off to God.

Top tips:

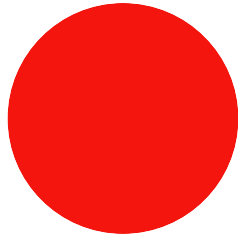
Every time you transfer to a new page ensure you delete from the old destination - keep it clean for evergreen. Every completed task must be deleted.

When you have a 'spare moment' of time, a meeting cancels or you have an extra five minutes. Go to your list of timed tasks and knock off an item that can be done within that time.

Time block for small tasks. Group them together.

Celebrate each win. The brain loves it and you rewire your brain to winning and self-assurance that you can get the job done.

If you start making mistakes, if you start getting short tempered you need to reset.



Step 8: KEEP IT GOING

— YOUR WEEKLY RITUAL

****THIS IS A LIFETIME TOOL — REPEAT EVERY MONDAY****

TAKING RESPONSIBILITY (Daily Check)

Am I taking 100% responsibility? → Remedy

Am I blaming anyone? → Remedy

Anyone I haven't contacted? → Remedy

Do I owe an apology? → Remedy

DAILY HABITS

Neuro Agility Cross-Crawl

Gratitude — all day, every day

Review ****ROUNDS OF 3****

Take action on ****CURRENT ROUND****

Check ****DELEGATE /LINKs**** (Page 20)

****KILL**** any new Energy Leaks — DO IT NOW

****MONDAY RESET****

1. Pure Brain Dump → Page 2

2. Chunk → Score → 4-Chunk → New Round 1

3. Complete Round → Unlock Next → Win

****You crushed overwhelm!**** Keep winning with *Reset & Crush Chaos*

→ <https://www.resetandcrushchaos.com>

Book a *Leader's Next Move Call*

→ <https://calendly.com/anniesalvador/leader-s-next-move-call>

or join my next workshop.

****KEEP WINNING.****

TIMELINE - Optional

3 Months



6 Months



9 Months



1 Year



2 Years