PRACTICAL RESOURCE

Getting Out of the Overwhelm Pile

A simple sorting exercise for reducing mental load and deciding what actually deserves attention now.

When everything feels equally urgent
Overwhelm often makes priorities disappear. This sheet is designed to reduce the number of things your brain is trying to hold at once.

Step 1: Empty the mental pile

Write down everything currently competing for your attention. Do not organise it yet.

Step 2: Sort, don't solve

Move each item into one of the categories on the next page.

NOW

Needs action soon and is genuinely mine to do.

LATER

Important, but does not need my attention today.

NOT MINE / NEEDS ANOTHER PERSON

Something I am carrying that belongs partly or wholly to somebody else.

CAN BE DROPPED

Would be nice, used to matter, or feels like a 'should' - but does not currently deserve the energy.

Finish by choosing only three
From the NOW list, choose no more than three priorities for the next working block or day. The rest remain written down; they do not need to stay active in your head.