

7 Tips Guaranteed To Get You Unstuck

Do you ever feel so overwhelmed that you want to go back to bed, and ignore every. single. thing? Me, too! Feeling overwhelmed steals your motivation and leaves you feeling stuck. These tips are guaranteed to get you moving forward again!

01 JUST WRITE

Let's get that tornado of thoughts out of your head and on paper! Grab a notebook, set your timer for 15-20 minutes and get every single task, idea, goal, dream, fear or desire down on paper. Don't worry about being neat. Just purge all those thoughts!

02 PRIORITIZE

Grab 4 highlighters or markers and assign each color a priority level. Highlight each goal or task with the appropriate color. I use red for high priority tasks that only I can do, yellow for important tasks but they can either wait or be delegated, green for low priority things that can wait and purple is for things I want that will make good rewards

03 MAKE A PLAN

Break your high-priority items down into specific, actionable steps. Keep breaking them down until your plan feels manageable. Doing this will help you avoid getting so overwhelmed by your to-do list that you feel stuck and unmotivated.

04 BLOCK YOUR TIME

Time-blocking will help keep you from feeling overwhelmed by all those steps on your to-do list. Break down your day into 25-30 minute blocks. Focus on one specific task for a few blocks. Take a 5 minute break for each block and a 10 minute break after every 2 time blocks.

05 BATCH YOUR TASKS

Batching is a much more efficient way to get things checked off your to-do list; you work by task rather than by project. Marie Kondo employs a similar method with her focus on tidying by categories rather than room by room.

06 JUST START

For some reason getting started is often the most challenging part of a task and the more we worry and agonize over starting, the harder it is. If you have a to-do list and you've blocked out your time then sometimes you just have to dig deep and force yourself to get going

07 REWARD YOURSELF

Positive reinforcement works for a reason and rewarding yourself when you complete tasks is a great way to stay motivated. Rewards don't have to cost any money; they just have to be something you look forward to enough that they'll help you stay motivated.