Stop Feeling Overwhelmed

Take Back Control in 10 Minutes

Set a 10-minute timer. Put your thoughts on paper without judging them.
You do not need to solve everything today.

2 MIN / STEP

1 **What feels like too much right now?**

2 **Which part of this can I influence today?**

3 **What can wait, be simplified, or be shared?**

4 **What matters most in the next 24 hours?**

5 **What small action can I take in 10 minutes?**

MY TOP PRIORITY

MY FIRST 10-MINUTE STEP

You can start with one thing, not everything.

Make a Little More Room

Turn Your Answers Into a Simple Plan

Use page 1 to decide what deserves your attention.
One item in each area is enough. Leave space for the unexpected.

YOUR SIMPLE PLAN

DO FIRST

One helpful priority

DO LATER

Important, but not now

LET GO / GET HELP

Pause, share, or simplify

MY NEXT 24 HOURS

1 **The one thing I will start or finish today:**

2 **One way I can make tomorrow a little easier:**

3 **A person or resource I can turn to if needed:**

WHEN I WILL REVIEW THIS

WHAT I WILL REMIND MYSELF

A manageable plan is more useful than a perfect one.