

# HELPING HANDS



## *Moving Forward When You Feel Overwhelmed*

(excerpts from: November 14th, 2011 by LaRae Quay)

### 1. MAKE PRIORITIZING A PRIORITY

Your brain uses energy like every other part of your body: a typical person's brain uses approximately 10.8 calories every hour. Since your brain is drained of power as you use it, this explains why it's easy to get distracted when you're tired or hungry. Your best thinking lasts for a limited time. Its good for a sprint but it cannot take you through the day at the same pace.

Knowing this, start your day differently: since prioritizing takes energy, make this your first task. Otherwise, you will feel overwhelmed when you cannot see a way to get through your day's work.



### 2. USE YOUR MIND'S EYE

Visuals are a great way to activate the mind. That's why storytelling, pictures, and metaphors work so well—they generate an image. Visuals are laden with information. They provide color, shape, size, context, etc. Since they take less energy than words, they are efficient ways for the brain to process information. Use visuals to represent each priority so you can see how it will look as you approach your goal and again as you tick it off your list.

### 3. WRITE IT DOWN!

Grab a pen and paper and write down your prioritized projects for the day. This saves your brain from the need to recall and review each one. Save your energy for getting those task done!

### 4. FIND YOUR OPTIMAL TIME

The idea is to schedule the tasks that take the most energy for when your brain is fresh and alert. Not everyone is a morning person, so perhaps you're most alert after you've exercised or taken a nap. Understand the rhythm of your own body so you are aware of your own mental energy needs and schedule your priorities around them. Most people respond to issues as they arise; instead, divide your day into blocks so you can schedule projects that require an agile mind during those times when your mind is freshest. Block out other times for routine tasks.

### 5. LET GO OF NON-URGENT TASKS

Most non-urgent tasks can wait until you have time to do them. These tasks might be good ones to delegate to others. Learn to say "no" to projects that are not among your priorities.



### 6. SIMPLIFY COMPLEX IDEAS

Simplify complicated ideas into a few core elements. It's the best way to make complex decisions. The elevator pitch was created to encourage entrepreneurs to succinctly summarize their business idea to investors into no more than 3 simple sentences.

This is incredibly difficult to do, but when you reduce complex ideas into a few simple concepts, it's far easier to access those ideas in your mind. Salient, succinct, and specific points take less energy for the brain to process and provide effective visuals for the mind. By following these steps, you can use mental toughness to learn how to discipline your mind and prevent it from feeling overwhelmed.

## *What are the stages of change?*

There are several distinct stages of change. Some of them are very similar to the stages of grief, which involves change. The stages are not necessarily sequential - you may experience dejection initially, and then feel angry and deny that change is taking place. The important thing to know is that you can help yourself work through any change by recognizing which stage of change you are experiencing and how to work through the stages of change.



1) Denial: Change has been announced. People fight it and strive to defend their status-quo at this stage.

2) Anger: People realize they cannot possibly avoid the new change. Insecurity, lack of self esteem and chaos are the main highlights of this stage.

3) Dejection: By this stage, people have realized they cannot have the old ways back and they have no other choice but to let go of them. The anger is now translated into remorse and despair.

4) Acceptance: This happens when people acknowledge the fact that this change is bound to happen. They are now starting to reflect on the new ways and removing old hurdles from their way.

5) Learning & Development: This takes place when people realize that change could actually improve their upcoming prospects and decide to focus their efforts in absorbing it and moving forward.



## *IAM Peer Employee Assistance*

The heart and soul of the District 141 Employee Assistance Program are the local lodge EAP peer coordinators. These dedicated men and women volunteer their personal time to assist other union members and their families who are experiencing personal difficulties. EAP coordinators do not make clinical diagnoses or clinical evaluations, however, they are trained to gather information about your situation and refer you to an appropriate resource for a more detailed evaluation. EAP coordinators will follow up to ensure you have been able to access services that address the difficulty you are experiencing.

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## **Calendar 2013 - 2014**

June 1-6, 2014

EAP-III

William W, Winpisinger  
Education Center

July 13-18, 2014

Labors Assistance Professional  
Conference  
Las Vegas, Nevada

September 29-October 3

EAPA World Conference  
Lake Buena Vista Hilton,  
Orlando, Florida

November 9-14, 2014

EAP-I

William W. Winpisinger  
Education Center