

Feeling overwhelmed (and over-worked)? Here's your third simple action step.

If you've ever felt overwhelmed, even paralysed because there's so much work to do and so little time then you're in the right place.

This third video about overwhelm is for you.

You'll discover the next simple action step you can take when overwhelm strikes again.

Welcome, I'm Ted Jedynek. It's my mission to empower clinic owners to succeed in business.

In the last video we explored the second action step you can take when you feel overwhelm. If you haven't seen that video, then I invite you to go back and view it.

As I mentioned in the last video, overwhelm is a feeling that the majority of high-capacity clinic owners know all too well.

Overwhelm is inevitable because business puts all sorts of demands on you – you have to juggle so many moving parts.

I certainly know what it's like having been a multiple clinic owner for over thirty years.

Look, overwhelm is nothing to feel ashamed about. It's what you do with that sense of overwhelm that counts.

In this video, we'll look at the third action step – out of five – that you can do whenever you're feeling overwhelmed and over-worked.

Action Step Number Three is to identify your three biggest productivity sinkholes.

Your productivity sinkholes are the things that are taking you down faster than anything else and oftentimes you just don't realise it.

And these sinkholes are going to be different for everyone.

Productivity sinkholes fall squarely in what Michael Hyatt, productivity guru, calls the 'drudgery zone'.

We talked in video one about your desire zone, where your passion and proficiency meet. Your desire zone contains the things you love doing and are good at.

Your drudgery zone is the exact opposite. This zone contains the tasks you have no passion for and no proficiency in.

You know you're in the drudgery zone when ...

- You hate the task you're doing and you are not talented or skilled at it
- You're doing stuff that's dragging you down and draining your energy

Because these tasks are in our drudgery zone, we dread these things. And dread is the very thing we're trying to avoid as clinic owners. When we dread stuff, we procrastinate and then we feel guilty which can add to a sense of overwhelm.

So what sorts of things could be in your drudgery zone – perhaps its responding to a whole bunch of emails, or doing the bookkeeping, or paying the bills, or reordering consumables.

Use your workbook to write down the tasks that are in your drudgery zone right now. If you haven't already you can download the free workbook. The link is on this page.

Once you've made your list as long as possible and gotten it all down on paper, circle which three tasks take the most time to do.

These are your three productivity sink holes.

Now ask yourself this one key question:

How can I automate, eliminate or delegate these drudgery zone activities?

In other words, how can you get them off your plate so that you can eliminate these productivity sink holes completely?

When you get rid of them, all of a sudden you feel as if you can breathe. Your energy returns. You feel lighter and in control.

Aim to delegate, automate or get rid of three sink hole tasks every month.

If that seems highly doable and you're keen to move faster, aim to delegate, automate or get rid of three sink hole tasks each week!

Imagine how completely transforming that would be for you and your clinic!

Way to go!

Look, the reality is that there'll always be something in your drudgery zone. But instead of having 80 per cent of tasks in that zone, you could reduce it down to just 20 per cent.

That'd be a huge win!

It's amazing how much bill paying can be automated these days. If you have staff, there's a great way to delegate which we'll cover in an upcoming video. If you need to outsource, there are plenty of ways to do that without costing you an arm and a leg.

In this video, you've identified your three productivity sink holes and we've explored what to do - automate, delegate or get rid of them.

Wow, you're making great progress! You're going to be the Blackbelt Ninja Master of Overwhelm if it dares to strike again!

In the next video you'll discover the fourth simple action step you can take to nip overwhelm in the bud.

You won't want to miss it. It's going to rock your world!

Thank you for watching this video. It's great to work with dedicated clinic owners who want to make a difference and succeed in business.

Until next time, serve with spirit, connect with care and get rid of your productivity sink holes, today!