

Feeling overwhelmed (and over-worked)? Here's your fifth and final 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 fifth 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 fourth action step you can take when you feel overwhelmed. If you haven't seen that video – or the other videos that explore this juicy topic – then I invite you to go back and view them.

Overwhelm is a feeling that the majority of high-capacity clinic owners know all too well.

It's nothing to be ashamed of. It's what you do when you feel overwhelmed that counts the most.

It's not about doing more and trying to power through. It's about doing less and leveraging your time and energy to move the needle in your business.

In this video, we'll look at the fifth and final action step that you can do whenever you're feeling overwhelmed and over-worked.

Now that you've identified your most important tasks, having done the simple actions steps we've explored in previous videos, here's what you need to do now ...

Schedule your most important tasks, your highest leverage work.

Yes, get your calendar out – whether it's hard copy or on your computer – and schedule in the work in your desire zone that you need to do.

Because what gets scheduled is what gets done.

So many times I've gotten overwhelmed because I simply haven't taken the time to schedule into my diary the important tasks I need to get done.

And when you don't do this, the tasks go around and around in your head ringing like alarm bells, setting off more stress than is necessary.

By scheduling the time to do your most important, high leverage tasks you can treat them like an appointment or meeting.

When someone asks you for that time you can simply consult with your diary or calendar and say, 'I'm sorry I've got another commitment, can we try for another time?'

You don't have to go into detail about what that commitment is. You don't have to explain yourself. Nobody cares. People understand when you say you've got another commitment. They will respect that.

If you don't schedule into your calendar the important tasks you need to get done, you run the risk of it taking up your personal time, in the evenings or on the weekend.

So, rather than dragging work into your personal life, respect your own calendar, make the commitment and get work done at work.

This alone is highly likely to support a better work-life balance.

How good is that?

This is really about keeping a promise to yourself and your business that you're going to do your high leverage work. It's putting it on the calendar and committing to it.

So you might have three daily big tasks that you schedule, or on some days you might have just one. Some days one of your big three might be something personal because there's more to life than work.

Does that make sense?

If you don't schedule your tasks – even if it's a block of time – your life will fill up with everything else except the things that truly count. The things that'll really move the needle in your business.

It's one thing to be busy doing tasks that consume your time and energy – running around like a headless chook – and it's quite another thing to be clear, focussed and energised doing the things that leverage your skills and passion.

This alone can really transform your work and your life.

Clinic owners who do this report a significant change for the better in their work-life balance. They report lowered stress and overwhelm. They report more enjoyment of their work and their clinic.

So over this series of five video lessons we've explored how you can stop the overwhelm and over-work by doing less instead of more.

How cool is that? You're now a Master Ninja when it comes to overwhelm and overwork.

You've made incredible progress!

Here are some final thoughts:

Sometimes what clinic owners really need to do is take a day off or a weekend off and leave everything on the table. Maybe you're at the point where you really need two full weeks from work unplugged to rejuvenate.

It's amazing how that overwhelm disappears when you can bring your best thinking and clarity back to your work.

So if you do nothing else as a result of this video, schedule in your breaks, be they large or small. Do it right now! Go on, get your diary or open up your calendar and schedule in some days off.

By doing the simple action steps in this video series on overwhelm, you'll have the ability to take more time off.

Before you know it, you'll have the work-life balance you only dreamed about in the past.

It's up to you to take the action steps that'll ensure the longevity of your business.

Thank you for joining me in this video series. It's always great to work with dedicated clinic owners who want to power forward in their businesses.

Until next time, serve with spirit, connect with care and schedule your breaks today!