

## THE DEFINITION OF OVERWHELM

to be overcome with thoughts, emotions;  
to feel completely buried by needs and wants of others;  
to endure weight of our own expectations.

In other words, overwhelm is a productivity killer.

To be our most productive selves, we must learn the discipline and practice of keeping overwhelming thoughts and feelings at bay.



What are some practical ways that you can combat the thoughts and feelings of overwhelm?

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Think and reflect on what triggers overwhelm in your life and your business. Write out some thoughts and things you can do to avoid those triggers, or get around those challenging moments and situations.

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Pick 1 or 2 ways that you can start to fight the overwhelm that tries to creep into your mind and your life. Write out a short plan for what you can do to beat it.

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**“LESS IS MORE. AND MORE OF LESS.”**

## THE DEFINITION OF PRIORITIZE

to designate something as more important than other things;  
to determine the order for focusing on specific tasks, according to their relative importance.

Prioritization needs to be considered at a "high level" or project level, as well as on the daily level.

Unfortunately, prioritizing well isn't something that comes naturally or easily, and it requires diligence and practice to overcome. The inability to prioritize is also a silent productivity killer.

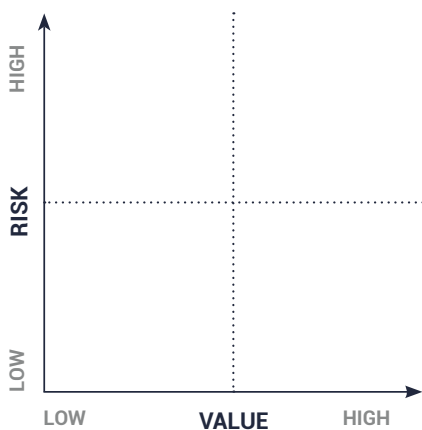
Prioritizing well is like a muscle that takes discipline and consistency in order to make improvements. Let's start with using the matrices below as filters, to help rank your projects and tasks in order of importance.

Then, you can start to focus on one thing at a time, and start to accomplish more and achieve the productivity results you're looking for.

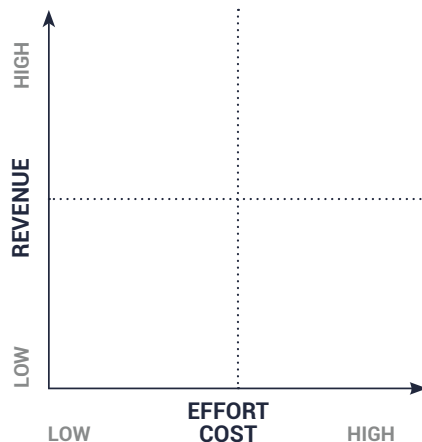
## PRIORITIZATION MATRICES

Use these charts to assist you in ranking and prioritizing the tasks and projects in your brain dump space.

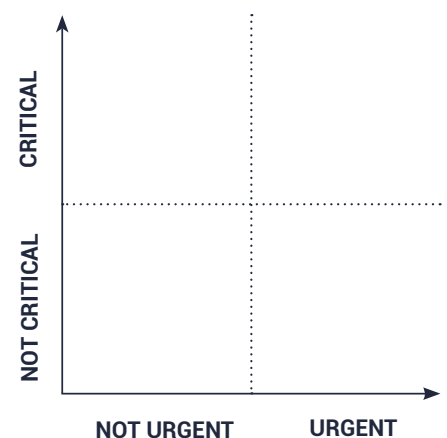
MATRIX #1 - Impact Matrix



MATRIX #2 - Revenue Matrix



MATRIX #3 - Time Matrix



## BRAIN DUMP

In the space below, write out all the tasks and projects that you have swirling around on your to-do list and in your mind. Use the back of this page, if you need more space.

Rank your tasks and projects in order of highest to lowest priority.  
Use the back of this page if you need more space.

- |         |          |
|---------|----------|
| 1 _____ | 6 _____  |
| 2 _____ | 7 _____  |
| 3 _____ | 8 _____  |
| 4 _____ | 9 _____  |
| 5 _____ | 10 _____ |

## TIME BLOCKS

Consider the following 5-Day Time Block Week. Fill in the boxes with what types of tasks you could work on during those blocks.

When you look at your week in 1 1/2 hour blocks or sections, compared to your tasks lists, does it feel like/ seem like you will get more done this week?


## DESIGN YOUR DAY

Use page 2 from Lesson 2 to group together like business maintenance tasks into your morning and afternoon maintenance blocks that you can work on tomorrow. Then, look through your business growth and development tasks from page 3 for Lesson 2 and add them to the growth blocks. Now, you have a perfect sandwich for your work day, and you will accomplish more with these time boundaries in place for the different tasks on your list.

### Morning Maintenance

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### Growth Block 1

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### Growth Block 2

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### Growth Block 3

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### Growth Block 4

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### Afternoon Maintenance

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# ERIN CHASE

## Efficiency Masterclass

BONUS CONTENT  
FOR SIMPLE PIN  
COLLECTIVE

### TIME BLOCKS

A look at a “sandwiched” day with admin, review, and maintenance blocks sandwiched around business development and growth blocks.

