



## Getting Through A Hard Day

This tool is for *those* days. When you have so much to do and either don't know where to begin, or your attention is being pulled in multiple directions. This tool is one way to organize these overwhelming stressors into something manageable.

1. Get a big piece of unlined paper and write down all the &#x2122; that is stressing you out. You may need two pieces of paper. Get creative if you like (i.e. cuss words in red and violent green).
2. Drink a glass of water and tell your gadget to play some dance music. Dance. Or not. Find a pleasurable way to move your body.
3. Look at that page of awfulness you just wrote and decide if there is anything you can do about any of it. What is within your power to affect or change? (You are an ant on the side of a volcano; there may be little you can do except get bits of food and carry it as deeply as possible into the burrow. You can help the ant with a bad foot get back to safety.) But seriously – what *can* you do? What are you *willing* to do? Is there anything that *needs* to be done today? If you find a yes, then write it down with all the other things that are for you to do.
4. Now look at your actual to do list. The things that you agreed to do, that are your responsibility. Pick the three that you would really like to have done by the end of this day. Get started on them.
5. Avoid the news – the world has to do its thing without you, because you need to do your things.
6. Focus on the steps needed to get your big 3 tasks done. Place a fun mark next to everything that gets done. Look in a mirror and smile, tell yourself “good job” for every step completed. Know that you are doing what you can in your little piece of the big world.
7. Quit early, or keep going with any task that has you in a groove. Find a way to relax that does not involve curling up in the corner of the couch. Connect with another human who is also doing their best in their little spot of earth. Rinse and repeat any of the first 4 steps as needed.