

Do you ever find that your mind is so cluttered that you just can't think straight? Many of us have nearly overwhelming schedules, causing us to constantly live in chaos.

When this comes up in with my clients, I welcome the opportunity to help people through the issue. Here are some tips to regaining your center, and chasing away the thoughts that cause your life to be chaos:

1. Get clear on what you want, and create an action plan. Disallow anything in your day that does not lead you to your desired end. This means eliminating watching television, doing busy work for the sake of feeling like you're working, and anything else that stops you from making the progress you want to make toward your goal.
2. Understand that timing is always perfect. Be patient with where you are, and don't let this moment be spent dreaming of future or past moments.
3. Don't vacillate over what is not getting done. All you can do is honestly evaluate the way you are spending your time by re-prioritizing each day. Don't get caught up in doing things that don't really need doing just because it ended up on your to-do list.
4. Once each week, write down the progress you've made in order to reach your dreams. This helps you keep the image of your dream alive, and catches the missteps you might be making.
5. Don't worry about being overwhelmed. You are playing with the cards you are dealt, and your life is built on fluid change. If you don't like having too much to do, just know that it will pass. Many people are never happy – they either have too much or too little to do. Be happy that you have a productive life, rather than worried you won't get it all done.
6. Delegate. Delegate. Did you hear me? Delegate and/or outsource every feasible thing that you can. There is more than one way to get the same thing done. Hire talented people to do what needs doing and let go of the thought that they won't do it like you would.
7. Have fun. No matter what you're up to, you must have some fun. Be committed to it.
8. Surround yourself with do-ers. Don't allow slackers to infiltrate your life. Jim Rohn says we are most like the 5 closest people to us in our life. Be intentional about who you hang out with.
9. Pray. Worry is faithlessness. The two cannot coexist.
10. Believe that you have endless resources within you – and outside of you, and don't allow hopelessness into your thinking.

Your work is important – the world is counting on you to keep it together. Who would you be without the thought that life is overwhelming?

Coach Charrise