



MONDAYS

with Mike

Overcoming the overwhelm!

In Kevin Eastman's book, *Why the Best Are the Best*, he dedicates a chapter to managing the overwhelming feeling of so many things coming at us at once. We pressure ourselves with the constant reminder that we have more to do, and we don't have the time to get it done.

To combat this "constant" in leadership, he shares the following game plan for when the overwhelming feeling creeps in:

1. **Keep the main thing the main thing.** We must discipline and focus ourselves on what is most important.
2. **It's about priority management – not time management.** We must discern what we want to do and what we need to do. Priorities must be scheduled first, then the things that we want to get done follow that list.
3. **Make time – don't find time.** We will never find more time, so we must make the time we have count to its fullest. The more you make time, the more you get things done.
4. **Plan your day – don't just show up today.** Build a schedule that you can sustain. Start every day with a plan. Take time outs and adjust the plan, just like a game dictates such changes.
5. **Make decisions – don't just shuffle paper.** Decisions are part of each day. Don't abdicate your responsibility to make decisions. Trust your process and execute. Period.
6. **Extend the game.** Be strategic about how you manage your day's schedule. Some days need an earlier start and some may need overtime. Balance these needs with your priority management so that you are not continually overextended. Be strategic!
7. **Make time to think.** We can't make quality decisions unless we put quality thought into them. Good decisions are a priority for success.
8. **Simplify. Simplify. Simplify.** Simplification takes away hesitation. Complexity causes doubt; doubt causes hesitation; hesitation hurts productivity. Stay ahead of all of this by finding ways to simplify processes, meetings, use of people's time, etc.

As we open our week, let's choose 1 or 2 of Kevin's game plan components and put them into our leadership game plans at work, at home, and in life, overall.

Have a great week!