

Title:

How to Survive Being Overwhelmed

Word Count:

336

Summary:

Everything seems to go faster, leaving everyone feeling overworked, overloaded, and overwhelmed

Keywords:

overload, overwork, overwhelmed, manage stress, personal success

Article Body:

1) Know Your Purpose.

Know your vision, your goals, and your plans because these help you set priorities. Each day,

2) Say No.

Be fiercely protective of your time. Make sure each new commitment adds value for you. Do what

3) Schedule Life.

Even if you ride an accelerating treadmill you can step off once in a while. Leave work at 5:0

4) Protect Yourself.

When you're tired, your efficiency falters. Thus, eat healthy foods. Get enough sleep. Avoid t

5) Be Efficient.

Spend time only with people who add value to your life. Buy only from companies that provide a

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