



Nine ways to recover from being a Plate-Spinning Juggler

- 1) **Before you answer “yes” to something** you can take a pause and say: let me call you right back or that sounds interesting I need to check my calendar or need to check with whoever and get back to them before you say yes. It’s a nice feeling to be the yes person at first until you begin to see the load you just put on yourself. Before saying yes consider the effect it will have on your mind, body and soul.
- 2) **Delegation and Letting Go:** Identify tasks or responsibilities that can be delegated to others, whether at work, at home, or in your personal life. Practice the art of letting go by entrusting others to handle these tasks. This exercise not only lightens your load but also empowers those around you. Start with small tasks and gradually work your way up to larger ones as you build trust and confidence in delegating.
- 3) **Single-Tasking Challenge:** Challenge yourself to focus on one task at a time for an entire day or week. Resist the urge to multitask, and instead give your full attention to completing each task before moving on to the next. Notice how this approach impacts your productivity, stress levels, and overall sense of accomplishment. Single-tasking can help you break the habit of juggling too many things at once and lead to more efficient and satisfying work.
- 4) **Task Elimination Audit:** Conduct a task elimination audit by reviewing all your current responsibilities and commitments. Ask yourself if each task is truly necessary or if it’s something you’ve taken on out of habit, obligation, or guilt. Identify tasks that no longer serve your goals or well-being, and consider eliminating or reducing them from your routine. This exercise helps declutter your schedule and free up time for more meaningful activities.
- 5) **Setting Boundaries Exercise:** Practice setting clear boundaries by identifying areas in your life where you feel overwhelmed or overextended. For each area, determine specific limits you need to set, such as limiting work hours, saying no to additional commitments, or creating personal time for yourself. Communicate these boundaries assertively with others, and stick to them. This exercise helps protect your time and energy, allowing you to focus on what truly matters.
- 6) **Time Blocking Technique:** Allocate specific blocks of time in your daily or weekly schedule for focused work, rest, and personal activities. During these blocks, commit to working on one task or project at a time, without interruptions. By creating designated time slots for different aspects of your life, you can manage your responsibilities more effectively and prevent overwhelm from multitasking.



- 7) **Prioritization Matrix Exercise:** Create a simple prioritization matrix with four quadrants labeled: *Urgent & Important*, *Important but Not Urgent*, *Urgent but Not Important*, and *Not Urgent & Not Important*. List all your tasks and responsibilities, placing each one in the appropriate quadrant. Focus on tackling items in the *Urgent & Important* quadrant first and consider delegating or eliminating tasks in the *Not Urgent & Not Important* quadrant. This exercise helps you focus on what truly matters and reduces the pressure to do everything at once.
- 8) **Mindful Pause Practice:** Throughout your day, practice taking short mindful pauses, even if just for a minute or two. During these pauses, stop whatever you're doing, take a few deep breaths, and simply observe how you're feeling physically and emotionally. This practice helps you stay grounded, recognize when you're feeling overwhelmed, and make conscious decisions about how to proceed, rather than getting caught up in the rush of tasks.
- 9) **Gratitude Journaling:** Incorporate gratitude journaling into your daily routine. Each day, write down three things you're grateful for, focusing on aspects of your life that bring you joy, peace, or fulfillment. This exercise shifts your focus from what you need to do or achieve to what you already have and appreciate. Practicing gratitude can reduce the pressure to constantly juggle and achieve, helping you find contentment in the present moment.