

A Few Tips to
Help You Avoid Feeling
Stressed, Frazzled and Overwhelmed!



by Suzanne Lieurance
The Working Writer's Coach

People always ask me how I manage to get so much done without becoming frazzled.

I usually tell them the key is that I don't work too hard. By that I mean, I develop a focus and goals for my week, then I make sure everything I do that week is in alignment with that focus and those goals. You'd be surprised at how easy it is to "just say no" to things that are not related to that focus or those goals.

Are you feeling frazzled, overwhelmed, and overworked?

If so, you're probably working too hard. You're trying to accomplish too many things in too many directions. In other words, you don't have a narrow enough focus and your mind and body are on overload.

Take a few minutes today to review your yearly goals, and the goals that you have set for yourself for this particular month and this particular week. If you haven't created those goals yet, then go back and do that right now - this very minute!

Next, look at all the activities and projects you are currently working on.

Are all of these activities in alignment with your yearly goals?

If they are, next check to see if they are in alignment with the goals you set for this month and this week. If they are, and you're still feeling frazzled and overwhelmed, you've probably set unrealistic goals for yourself - so go back to the drawing board yet again and try to create fewer overall goals and a narrower focus.

Regularly reviewing your goals and your projects is essential to your well-being and to your success.

If you don't do this, you just might find yourself working too hard.

And that's not what anyone ever dreams of.

Try it!

For more tips, articles, and programs to help you build your business or become a freelance writer, visit the Working Writer's Coach [HERE](#) or Build Your Business Write [HERE](#)

This article may be freely passed around or used as a bonus for your own clients or customers as long as it is not modified.