

# Shift from Chaos to Calm

Feeling overwhelmed, disorganized, and burned out? Reclaim your inner peace by tackling quick organizing wins, breaking tasks into bite-size pieces, and practicing calming strategies. This Shift from Chaos to Calm Tool has helpful tips for how to get stuff done and stay grounded during life's more chaotic moments.

## *At Home:* Get Organized and Feel Prepared

5-Minute Quick Win	10-Minute Quick Win	15-Minute Quick Win	20-Minute Quick Win	30-Minute Quick Win
While your morning coffee or tea brews, complete a simple task.	Write down 2 realistic goals that you want to accomplish today.	Look up 3 recipes for the week that contain ingredients you have on hand.	Before bedtime, make lunch and set aside an outfit for the next day.	Clean and organize a drawer, cabinet, or small area of your home.

## *At Work:* Break Down Tasks and Feel Accomplished

Schedule 10 minutes at the start of each day or after lunch to go through your email inbox.	Break a big project into smaller tasks so you can stay on track and see your progress.	Pomodoro Technique: Focus on a task for 25 minutes. Then, take a 3-minute break. Repeat.	Turn a recently completed project into a template to simplify future projects.	Before the day ends, tidy up your workspace and update your to-do list for tomorrow.
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## *Anywhere:* Take a Calming Break to Feel Less Overwhelmed

Stretch and go for a short walk.	Breathe in, hold, and exhale for 4 seconds each.	Listen to your favorite song.	Imagine all the details of your happy place.	Write down how you're feeling.
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