

When Your Mind Feels Overloaded™

Move the mental clutter onto paper and decide what deserves your attention.



Mental overload often comes from trying to remember, decide and respond to too many things at once. You do not have to solve everything before you can feel clearer.

1

EMPTY YOUR HEAD

Write down every task, worry, reminder and unfinished decision.

Tasks • People • Appointments • Decisions • Things I might forget



2

SORT WHAT YOU WROTE



DO NOW

Time-sensitive and important



SCHEDULE

Important, but not for this moment



ASK OR DELEGATE

Someone else can help or take part



RELEASE

Not necessary, not mine or not worth the cost

3

CHOOSE ONE NEXT ACTION

The next useful thing I will do is: _____

I will begin at: _____ ☐ Now ☐ After a break ☐ At a scheduled time



4

CREATE A RETURN POINT

Before you stop, leave yourself one clear note about what happens next.

When I return, I will: _____



If Your Mind Is Still Full



Reduce input

Silence alerts or step away from news and social media.



Reduce decisions

Choose a familiar meal, outfit or routine.



Reduce the list

Pick one must-do. Let the rest wait.



Gentle Reminder

Mental overload can be affected by stress, caregiving, poor sleep, mood changes, pain, illness and menopause symptoms.



Martine's Midlife Wellness Tip

Your list is a holding place, not a contract. Writing something down does not mean it all has to be done today.



If overwhelm is persistent, worsening or interfering with daily life, consider talking with a healthcare or mental health professional.