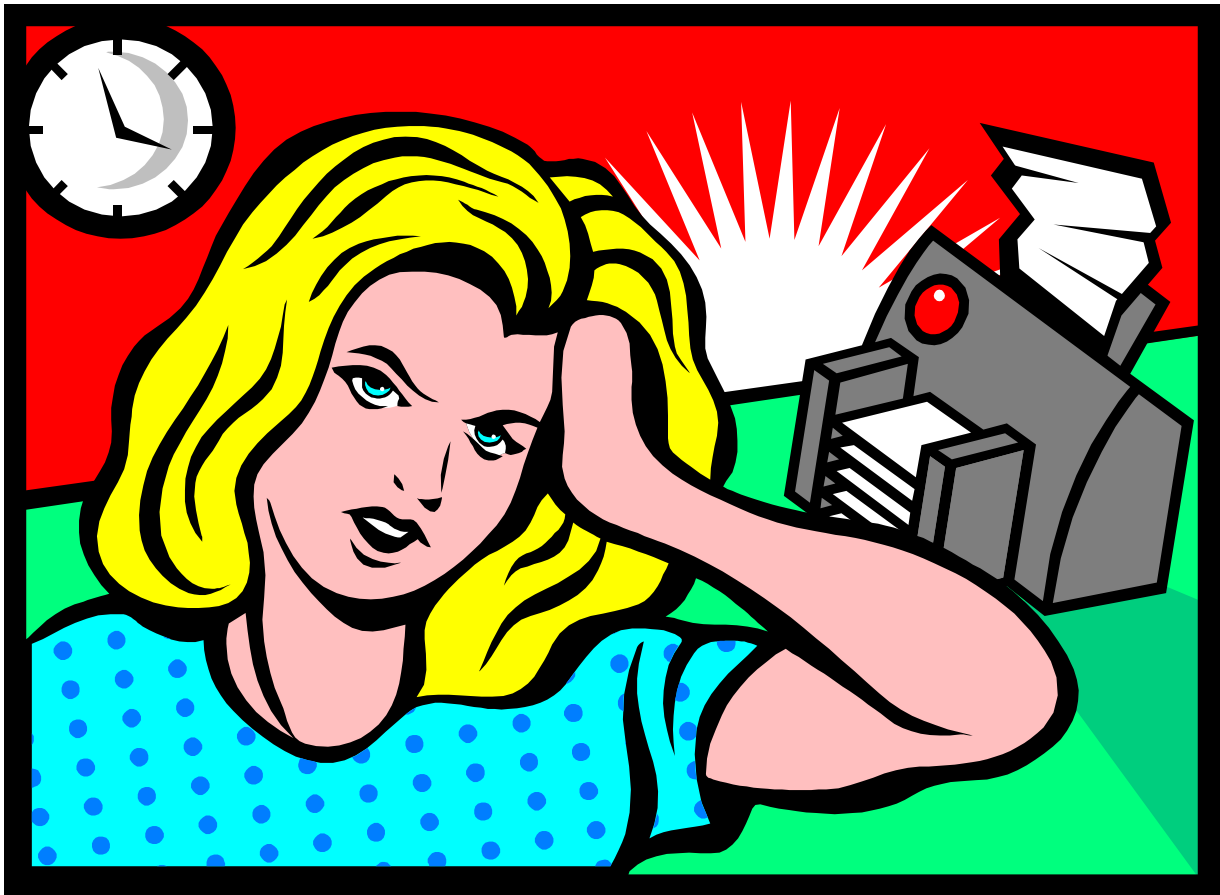


When your work and family send you into *Overload!*



Everyone has them; everyday you probably hear someone claim it has been “one of *those* days.” The days that the babysitter can’t come, your care breaks down, your boss wants the report by 4:00, your child’s doctor’s appointment is at 3:30, and you have a cold. The days when it all just “hits the fan,” making you feel overwhelmed and out of control. There are few things you can do to pull yourself out of this state and put yourself back into the driver’s seat.

Identify The Elements

First, break down the problems into its components and create some order. Outline your priorities, then evaluate all of your resources and figure how each thing is going to get done. Think of anyone you can ask for help. Can your neighbor come over and wait for the repair person while you go to the doctor? Can your father take your child to the doctor while you write the report at home? Call in all of your resources and let them help you.

Learn From The Experience

Congratulate yourself when you have dealt with the problem, then

take a look at what you can do to prevent some of the inconvenience next time. Perhaps you need stronger back-up systems. Compile a list of important names and numbers, such as substitute sitters you can count on in a pinch or a courier service that can dependably deliver your report on time. Maybe you need to be more organized and more aware of your work deadlines. Give thought to alternate plans when you set up something like a doctor’s appointment, in case you have to change it at the last minute. Sometimes these issues don’t present themselves until you have to deal with them, but some can be foreseen and worked out ahead of time.

It’s Bound To Happen

You may have chosen a complicated life, but it is manageable. “Those days” are going to come up, but each time you can learn some valuable lessons to help you deal with them better in the future. Don’t berate yourself because you think you “blew it.” Just learn from the experience and be confident you’ll handle things better the next time.