

UNPAVED VENTURES



THE WORRY GUIDE



A 4-STEP APPROACH TO HANDLING OVERWHELMING WORRIES AND STRESS

ABOUT THE STEPS

These steps are meant to develop your ability to compile everything that's overwhelming you, and then sort through them to find tangible actions you can take in the moment.

WHY DO WE WORRY?

Worry in itself comes from the fact that we truly care about the things that we're worried about (yes, even if we say we don't care or try not to care). When we worry, it's typically either a matter of trying to anticipate how something will affect us personally, or how it will affect someone else. This can run as deep as how we connect with other people out of fear of losing that connection, or as superficial as how something will make us feel in the moment. Regardless of where the worry comes from, it's important to identify where that worry lives in the our roadmap of time and what small steps we can take today to avoid staying paralyzed and to keep moving forward.

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STEP 1: BRAIN DUMP

Write down a list of all of the worries/stresses on your mind right now, or things that frequently make an appearance in your mind. This could be things on your to-do list, relationship or family concerns, upcoming projects, anything. If it requires energy and thought, write it down.



STEP 2: SORT IT OUT

Next, cross out any items that you can't control or can't turn into actions (be honest and realistic). From your remaining list, label them as being something for today, this week, or in the future.

TODAY

things that should be/need to be done today

THIS WEEK

to be kept on your radar, but don't need action now

FUTURE

big picture concerns that will be handled later



STEP 3: POST, SAVE, FILE

The next step is to put the results of these lists on three separate pieces of paper and follow below.



POST IT

TODAY

Post your concerns for today up somewhere you can see them. These are your focus for now. If there's too much on your list, prioritize your top three items.



SAVE IT

THIS WEEK

With this list, you're going to save it by putting it behind your to-do list. These items should be out of sight, but close enough to reference as you need.



FILE IT

FUTURE

While still important, these require time and resources you'll acquire as you make progress. Don't forget them, but file them out of sight for reference when you need them.



STEP 4: MAKE IT HAPPEN

Finally, take action on what you can today and you'll be on your way to confidently tackling it all!



STEP 1: BRAIN DUMP

Make a list of all of the worries/stresses on your mind right now.



STEP 2: SORT IT OUT

Mark the list above, or rewrite the items into the space below, categorizing them into concerns of today, this week, and the future. Remember to cross out any you can't control, and try to turn as many as you can into action items.

TODAY	THIS WEEK	FUTURE



STEP 3: POST, SAVE, FILE

Put the results on three separate pieces of paper and post, save, and file!



POST IT
- TODAY



SAVE IT
- THIS WEEK



FILE IT
- FUTURE



STEP 4: MAKE IT HAPPEN

Take action on what you can today! Celebrate your wins along the way!