

Overwhelm to Clarity in 30 minutes or less



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Introduction

You're busy, stressed out, and overwhelmed... but you're also BURSTING with creative ideas that you can't wait to get into the world.

So, let's dive in and see how to fix this, in an easy and fun way. It should take less than 30 minutes and you will have a organized life forever. You Ok?

Let's go...

Vijay Peduru

Vijay Peduru



**"IT'S STUNNING TO ME
WHAT KIND OF AN IMPACT
EVEN ONE PERSON CAN
HAVE, IF THEY HAVE THE
RIGHT PASSION."**

- Steve Case
Founder, AOL



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Pre-prep

Let's make it simple.

Inner chaos produces outer chaos.

Your brain needs to be empty to do creative stuff, so let us empty it out first.

Once you complete this exercise, You will feel sooo refreshingly good.

Before we start, here are a few simple definitions.

Task : Anything which is specific - E.g Buy milk on Saturday

Project : Anything which is not specific and involves multiple tasks

E.g Project: Start a business ,

The Subtasks are:

- Find an idea
- Finalize a name
- Find a hosting provider to host website.

On the next pages, you will find a checklist, Keep following the steps in order.

Before we start, check this google sheet [template](#)

Steps to overcome Overwhelm

- ☐ Open this Google sheet [template](#) (How sweet!)

Make a copy of the template to your google drive

- ☐ Start Music

If you are someone who likes music while working, open up your spotify or your fav music app and turn on the music (Yah baby!)

- ☐ Start an [online Timer for 15 minutes](#)

Click the link above to start a google timer in your browser.

Make sure your computer volume is turned up a little, so you can hear the alarm, when 15 minutes is over.

Proceed to next page

Steps - Continued

☐ Do a Brain dump

Brain dump is dumping out what ever is bothering you.

Start writing your Todo's, "Things bothering you" and your dreams in the google sheet.

A few tips:

1. They can be for both life and Biz

e.g - Life

- *Buy groceries on Saturday,*
- *Go to Dunkin Donuts and buy a chocolate doughnut.*

e.g - Biz

- *Start an online business teaching Fashion.*
- *Start a YouTube Channel about Delicious Vegan cooking.*

2. Don't judge what comes out of your mind, Just keep writing whatever comes out.

3. We will clean it out later on.

4. Just start and after the initial hiccup, It will flow like crazy, Trust me!

Ready set Go...

Steps - Continued

☐ Categorize your tasks as Personal or Biz

1. Next to each task, Categorize it as Personal or Biz

☐ Order the tasks by importance

Is the task higher priority or low priority?

If it is biz related, if the task will bring in money faster, then give it high priority.

☐ Move all the high importance tasks to the top

or you can just filter the "Importance" column in Google sheets.

☐ Decide if it is a task or a Project

As we said earlier, Project just means, it will have multiple tasks

Next to each task, write if it is a task or a project.

☐ Write down the sub-tasks (applicable for Projects)

Sub-tasks will be very specific in nature

Steps - Continued

☐ Write down how many hours it would take

Since you already filtered the high priority tasks, you will be doing this step only for these high priority tasks.

☐ Put a due date

1. Next to each task, put a date on which it will be done.
2. Do not have more than 3 tasks in a single day.

That's it

Next we will see how to do the tasks when it is time

Handling the tasks

☐ Do the tasks

1. On the date, start a timer for 30-45 minutes.
2. Do the task.
3. Take a break for 5 minutes.
4. Tackle the next task or same task if not finished.

☐ Weekly Check-in

Once a week, check the low importance tasks and see if they have to be moved to high importance for the coming week.

That' it

Continuous Improvement

Whenever you feel overwhelmed about something,

first check this list to see if you have already listed "what ever is bothering you" in this sheet.

If not, go ahead and add it and prioritize it.

This method ensures that you don't let anything fall out and it will ensure that you are always working on your high priority tasks.

Free Tools:

A few good free tools to use to organize your todo's and projects are [Todoist](#) and [Clickup](#)

That's it Friends.

Say goodbye to overwhelm and say hello to Clarity.



**"FEAR HAS TWO MEANING;
'FORGET EVERYTHING AND
RUN' OR 'FACE EVERYTHING
AND RISE.' THE CHOICE IS
YOURS."**

- Zig Ziglar
Founder, Ziglar Inc.



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