

## Karla's Anxiety Management Plan, Or How to Stop Dithering and Actually Get the Work Done

### **Mindfulness Check**

Several times throughout the day, take a moment to stop.

What am I feeling? Thinking? Doing?

Use a brief relaxation technique to calm and quiet self.

Breathe.

Listen to the body.

Listen to the universe.

### **Priority Review**

Do I know my priority?\*

Am I working on my priority, a planned break, or routine self-care\*\*?

Or am I dithering, by:

Not doing anything

Mindless avoidance—eating junk food, wasting time online, etc.

Doing something good but other than the priority

Do I want a break or self-care before I attend to my priority?

### **\*Priority Planning**

Review goals weekly for each of the working areas of my life:

Family and home

Personal health

Psychology practice

Writing

Plan daily tasks in quadrants 1 and 2 below, minimizing 3 and 4:

|                             |                                 |
|-----------------------------|---------------------------------|
| 1. Urgent and important     | 2. Important but not urgent     |
| 3. Urgent but not important | 4. Neither important nor urgent |

Review daily tasks for the areas each morning and/or evening.

### **\*\*Routine Self-Care**

Morning exercise (stationary bike, weights, stretches)

Meal planning/prep

Mindfulness checks

Breaks during the day:

Meditation

Music

Journaling

Nap

Reading

Talking

Gardening

Hot tub

Online

Evening exercise (walking, swimming, dancing)

Sleep