

CAREER COACH

Question: I'm feeling overwhelmed. I'm not getting the most important things done. What should I do?

Answer: Often we are lone rangers and feel like we are the only ones who can do it right. Look at your needs. If you have a need to control, it will be difficult to delegate or ask for support. When you are aware of the impact of your needs and choose to let go of them, your overwhelming feeling will likely decrease.

Ask who, not how. Who can support you in a project? When you ask that instead of how you will do it, you can move forward rapidly. You don't have to do everything alone.

Lastly, look at how you are prioritizing. Are you just responding to others' agendas, or are you actively moving forward on what is important for you? It is helpful if you write down the three most important activities the night before, so you can focus on them the next day. Start to be proactive!



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