

Conquering the Mountain of Obstacles

Have you ever felt that the mountain of work that waits for you is impossible? You avoid starting anything because you don't know where to begin and you get tired just thinking about it.

You are not alone and the good news is that there is a solution so let's get started. This process will take time and hard work but you will be able to see a light at the end of the tunnel and hopefully find a way to prevent this problem in the future.

- Analyze how, when, and why this situation happened. What would be the best way to prevent it from reoccurring? Depression may be a factor that got you into this bind. Please get some medical attention now if this is the case. It will make things so much easier for you. If you find that there are never enough hours in the day then get someone to help you, whether it is a family member, friend, or hired labor.
- Break down the mountain into several smaller boulders. List all of the projects requiring attention and then prioritize them accordingly. You will be surprised at how many of these are really not as important as you originally thought.
- Analyze the boulders on your list and see if they really require your attention or can be delegated to someone else. (This part will be especially hard for anyone who has control issues but you'll need to get over it.)
- Separate the projects into individual piles, label them, and put them out of your direct line of sight – work table, drawer, or another room – whatever works for you. If you are able to enlist someone to help with this project it will speed things up.
- Organize the final destination place for your completed projects so they can be filed away as soon as they are done. The organization and disposition of finished work is another area that you can delegate to someone else.
- Prepare your working space so it is clean and free of clutter.

- Make a list of daily goals for yourself that are achievable and small corresponding rewards you give yourself when you are done.
- Focus on the task at hand and get started. Do your best to complete each goal for the day even if it takes a little longer than you thought it would. If your list was made realistically, you can achieve all of your goals, one day at a time. The sense of satisfaction that you get each day will lift your spirits and make you feel better about yourself.
- Reward yourself for a job well done. Whatever you decided on your list – time to read a chapter in a book, a walk in the park, an evening out with friends, is strictly up to you. If you finished earlier than you had planned, good for you! Extend your relaxation time or get a head start on tomorrow; the choice is yours.
- Rest and recharge because tomorrow you will be working on your next goal.



Note: We all have different obstacles to face and overcome. They can be financial, personal, or work related. If you change the wording to fit your situation we hope that this list will be helpful to you no matter what mountains you encounter.

Never give up because there is always a solution around the corner, even when everything seems hopeless.