Beating "Busyness"

Strategies for Stressful times

Why are we so busy?

- Your _____ has taken over
- It's _____
- It is a _____ symbol
- ___ ___ ___ ___
- It can be an _____
- We don't know how to _____ be busy

Myths that keep us Busy

- There is never _____ time
- It's just a busy _____
- This really _____
- Busy is _____

Is it...?	Important	Not Important
Urgent	Do it _____	Let it _____
Not Urgent	_____ do it	Let it _____

Ways to beat Busyness

- Develop a set of _____
- Summon the _____ to make tough choices
- Create a "_____ _____" list
- Learn _____ to say "no"
- Never get too busy for _____