

# REDUCING OVERWHELM WITH THE DOD METHOD

The DOD Method is a three-step productivity strategy to help you:

- » Defuse feelings of overwhelm
- » Let go of what you can't control
- » Become more organised and productive

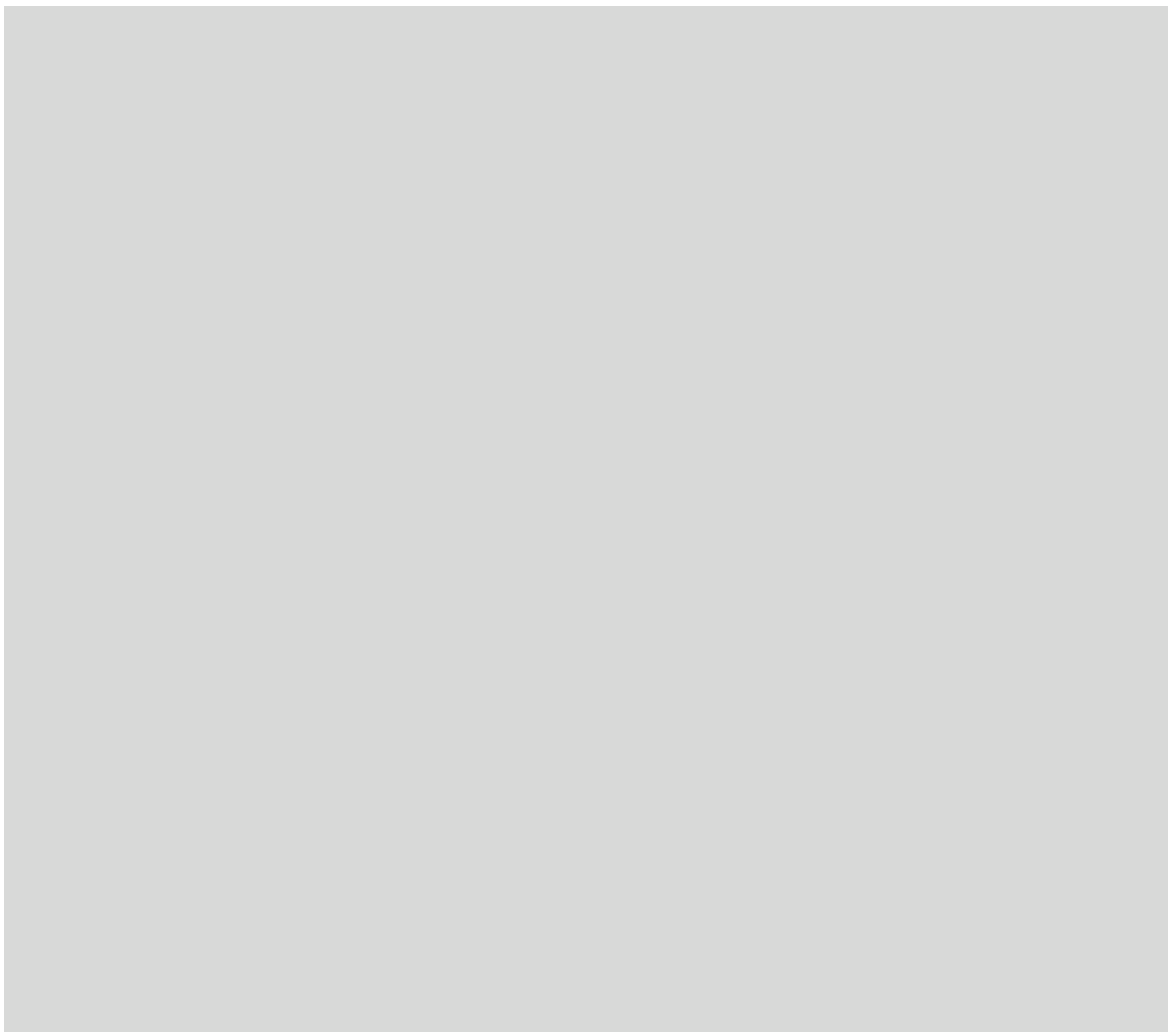
The three steps are: dump, organise, and diarise.

Practicing this technique regularly can help you destress and keep on top of life's demands to your best ability.

Research shows that when we shift our focus to what we can control, we see meaningful and lasting differences in our wellbeing, health, and performance.

## STEP ONE: DUMP

Use this page (or an A3 sheet) to write down a brain dump of everything that's on your mind right now.



## STEP TWO: ORGANISE

Get some different coloured pens or highlighters and try to categorise your brain dump from step one into different categories (e.g., work, life admin, finances, relationships and family).

List the categories you identify below.

Next, on the previous page, put a tick next to things that you can take action on. If something's causing you distress and you're not sure what to do yet, your action might be 'seek support'. At the same time, cross out everything you can't take action on.

For the things you can take action on, focus on breaking tasks down into small, manageable chunks. Plan it out using the space below. Then, in Google Keep (or your preferred productivity tool), make a checklist for each category and add your action steps, putting the most important and urgent at the top.

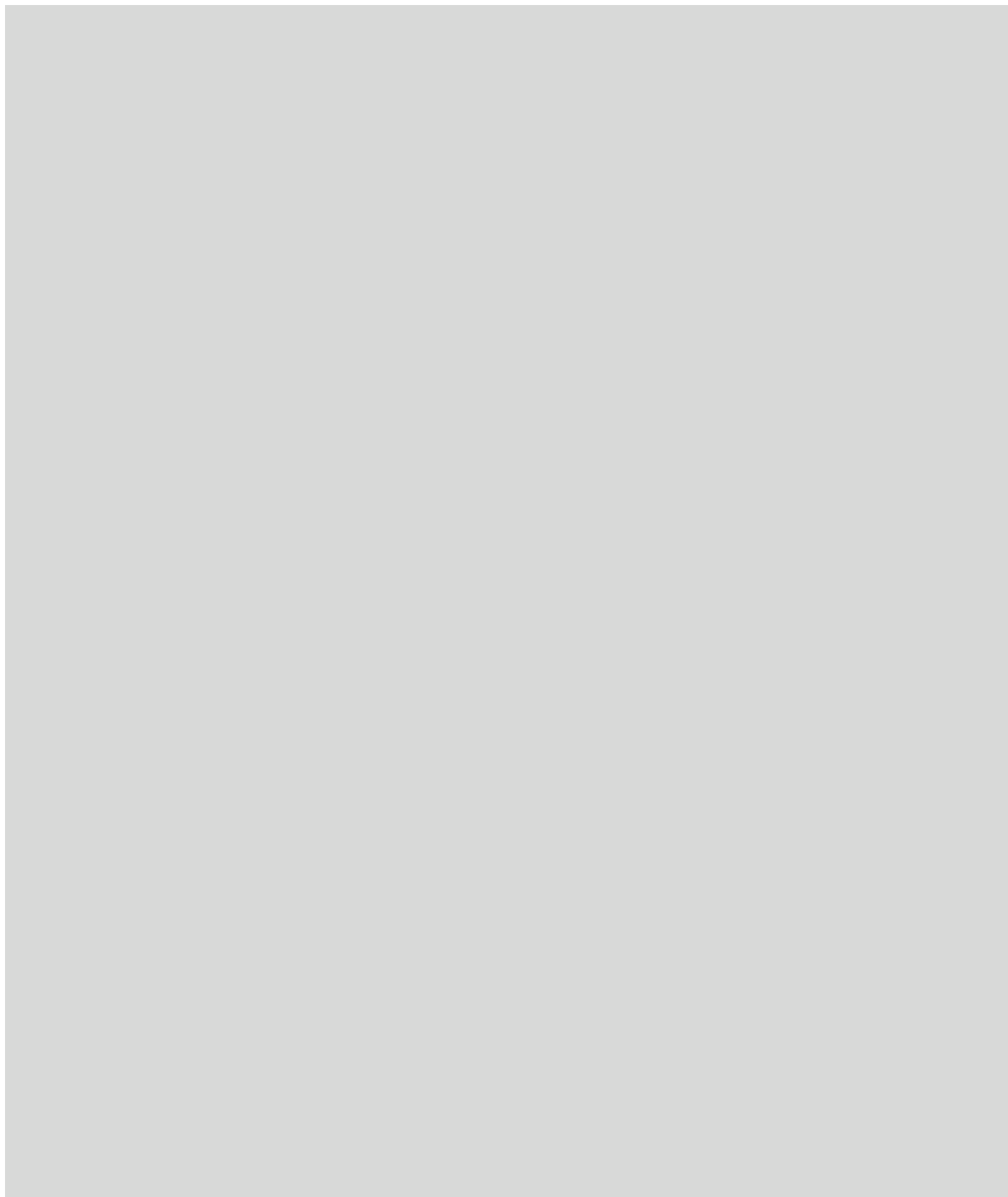


## STEP THREE: DIARISE

In Google Calendar (or your preferred calendar tool), diarise reminders to complete the most important and urgent steps from each Google Keep category.

Plan out when you aim to complete each step in the space below.

Once you complete an action, cross it off your Google Keep checklist (cue a dopamine boost!) and diarise your next step.



## RECOMMENDED PRODUCTIVITY APP LINKS

### Google Keep

[App Store Link](#)

[Google Play Link](#)

### Google Calendar

[App Store Link](#)

[Google Play Link](#)

## ADDITIONAL TOOLS

Need additional guidance?

The Self-Coaching and Problem-Solving Planner in [The Mental Wellbeing Toolkit](#) is designed to help you develop your problem-solving skills.

It contains a wide variety of prompts and exercises to help you generate insights into your problems and your possible solutions.

Find out more information on [our website](#).

## REFERENCES

Shim, S., Crum, A., & Galinsky, A. D. (in press). The Grace of Control: How A Can-Control Mindset Increases Health, Performance, and Well-being.