



FREE PRACTICAL TOOL

Life Admin When You Are Overwhelmed

A compassionate reset for paperwork, messages, chores, and other tasks that have started to pile up.

Start here

- 1 Choose one category only: mail, appointments, bills, school, or messages.
- 2 Set a 10-minute timer and stop when it ends, even if the task is not finished.
- 3 Start with the item that has a deadline or affects your basic needs.
- 4 Celebrate completion, not perfection, and choose the next tiny step for another day.

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