



TAKE BACK CONTROL
& FEEL BETTER *NOW*

Many of my high achieving family business clients come to me looking for control. Control over their schedule, life, and dreams. They are trying to find more hours in the day to get everything done, only to find themselves feeling frustrated, overwhelmed and exhausted.

My clients run their family business and feel the pressure to do a great job.

They think: It's all on my shoulders. I don't want this company to fail on my watch.

They tell me they are lacking balance in their life, and they want to do something about it.

If you are feeling run-down, overwhelmed, and you don't seem to be moving forward on anything, here are tried-and-true, successful techniques to help you **take back control and feel better now**.

TIP: Try a new exercise every other day. If it isn't working for you, try something else. I invite you to create a "go to" list of 5 or so exercises that work for you.

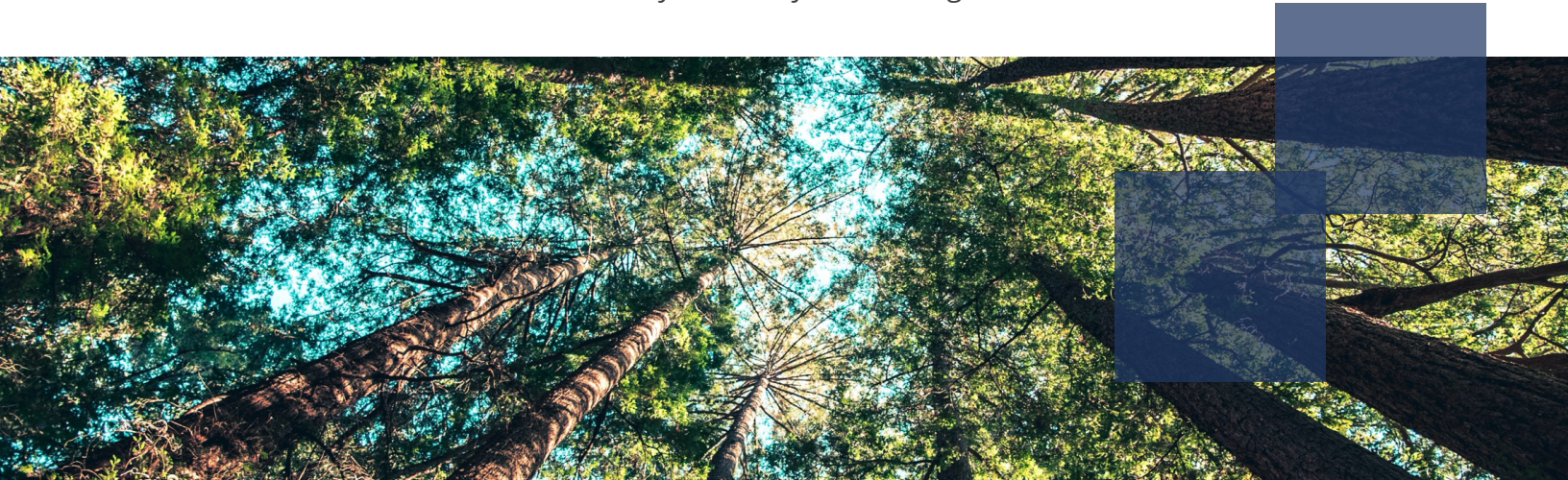
1. **Take a deep breath.** Take a moment to pause, breathe, and notice your surroundings. Check out [this quick video](#) with my friend Amber Kilpatrick and learn two of my favorite breathing techniques.
2. **Start your day with gratitude and identify the good things in your life right now.** These can be anything from having groceries in the fridge to having time to read that book you've been meaning to get into. Big or small, write down the good things in your life right now.

Every morning, I start my day off with three things I am grateful for and why. This helps you start the day from a much more positive place. I sometimes also do this exercise at night before I drift off to sleep. List three things you are grateful for and why:

- a)
- b)
- c)
3. **Check your Mindset.** Notice your thoughts about work and your day. Do you find yourself constantly feeling rushed? Do you feel like you could be doing more with your day? Are you craving a challenge? Write these thoughts down.

This exercise is GOLD especially if you are feeling overwhelmed. Get your brain out on paper, or on a Word doc. All that matters is you rest your brain, and by doing this simple exercise every day, morning or night, you give your brain time to relax by showing it you're the boss.

4. **What new thoughts do you WANT to have?** You have just identified all the thoughts in your brain from the previous exercise. Are these the thoughts you want to have? While you're drinking your coffee, write down how you want your day to go. What tasks do you want to accomplish? What mindset do you want to carry with you? **Write them down here and practice them throughout the day.**
5. **Start living by your priorities.** What is most important to you? List 3-5 priorities below. Want to learn about one of the first steps I teach in my Taking Back Control Over Your Schedule workshop? Create and live by your priorities by [starting here.](#)
6. **Create Boundaries.** Look at your calendar. When will you work? When is it family time? When will you take time for yourself? When will you talk about business with your family members? All the time? Holidays? Specific times? When? Be specific and share these boundaries with your family and colleagues.



7. **Set office hours.** When can people interrupt you from your work? Always? Never? Somewhere in between? By setting office hours, you are letting your team know that getting stuff done is important to you, thus giving THEM permission to do the same. I also like the idea of building a solutions-based culture. Instead of everyone coming to YOU for answers, have them solve their own problem or answer their own question and then if they need to, ask you from a place of, "I believe this is the answer". This helps your brain AND empowers your team to think for themselves.
8. **Say "No, thank you"** when you get a request that doesn't fit into your priorities.
9. **Try "Yes, if..."** the next time your boss asks to add yet another thing to your already-full-plate. Example, "Yes, I can make that meeting, if someone can lead this other one."

10. **Discover a hobby or two.** Schedule them now! If you don't schedule the time to make these hobbies a priority, then time will pass you by! My favorite hobbies are reading and fly fishing, but I am also learning how to ride horses. I have these hobbies scheduled on my calendar, taking them from "I wish I had time to do them" to a "I am doing them and loving it."
11. **Get out in nature.** Go for a walk. Grab your coffee or tea and take a phone-free walk around the block. Do it now. I will wait...
12. **Track your wins.** Throughout the week, list all the things you have accomplished. We often rush from one achievement to the next, rarely recognizing what we have done. This can actually backfire when it comes to our confidence! By tracking our accomplishments, we not only boost our self-confidence, but in a month or by year-end, you should have quite a list to show yourself (and your boss)!



13. **Celebrate your wins!** Now that you're tracking your wins, it's time to celebrate! This is the exercise I ask my clients to do so they can slow down and *SAVOR* their amazingness. Create at least 10 ways you can celebrate your wins. For example: a pat on the back (for a smaller win), a fancy dinner with a loved one, or a vacation to your favorite spot! Write down the ways you will celebrate. It may be challenging to create this list but keep at it! It's so fun to do a little victory dance when a new client finally says "YES!" (I just gave you four ways to celebrate, come up with at least six more).

14. **Choose FUN as a value.** What are five things you can do in your business AND in your personal time to have FUN? List them now.
15. **Create a list of activities that fuel you.** Like a car, we all need energy to go. What are 5-10 things that give you energy to keep going through the overwhelm and chaos? When you are moving fast and your schedule is full and you are experiencing anxiety, frustration, or overwhelm-- you can get depleted. By doing one "fueling" activity a day, your tank gets filled and your brain gets a break. Examples from me and my clients: playing with my toddler, going for a run, eating small delicious meals, splurging on a caramel latte, family game nights, having lunch with a friend, a Pure Barre class, giggling with my 5 year old... Discover your 'fuel,' write those things down and keep them handy!
16. **Define the leader you want to be.** Start being that person NOW. Who is it? List the attributes. What is one thing you can do right now to be the leader you want to be?
17. **Make decisions and implement quickly.** Don't second guess yourself. What is one decision you've been reluctant to make? Or perhaps you have already made the decision, you just haven't implemented it yet? Stop wasting time. Decide now and make it happen. Don't look back.
18. **Lead with curiosity.** My favorite statement when talking to people is "tell me more."
19. **Get rid of the idea of 'perfection.'** It's an imaginary construct that holds you back. I recommend reading "The Perfection Detox," if you're interested in digging deeper.
20. **Be results-oriented, not action-oriented.** What results are you achieving today? This will drastically reduce your "busyness."
21. **Do you feel that everything is 'out of your control?'** Instead of focusing on what is NOT in your control, try focusing on what IS in your control by asking the simple question, "Okay, what CAN I control?"
22. **Relax** your jaw, shoulders, stomach, wherever you gather tension, throughout the day.
23. **Try the Calm app** for 3-5 minutes each day and meditate. You can also try Headspace or Tapping Solution.
24. **BELIEVE.** You can be incredibly successful AND have balance. It's not an "either"..."or".
25. **Go to bed.** Get 7-9 hours. Leave your phone outside the bedroom.

26. **Be your own health advocate.** I am not a doctor, and I have my own story of burnout because I severely lacked any semblance of balance. My primary care physician at the time said I was fine, but I felt horrible. So I found a new doctor. I also found a functional medicine practitioner who helped me go from depleted to energized. For me, this process was not a quick fix. It took me over a year in order to start feeling like myself again. If this sounds like your story, take control and find another doctor. Be an advocate in your journey to feel better.

Life is too short to feel powerless over any part of *YOUR LIFE.*

Try as many of these as you need! Come up with more ideas on your own!

Share what is working for you on the Successful Generations Facebook page!

Still feeling stuck? I can help!

I help family business leaders thrive. Want to transform your mindset and succeed additional resources at [successfulgenerations.com](https://www.successfulgenerations.com).