

How to Stop Overcommitting

GoSkills online course syllabus

Skill level

Beginner

Lessons

10

Pre-requisites

No prior experience needed

Video duration

27m

Estimated study time

27m 57s

Instructor

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Introduction

1 Embrace mindful commitment

Overcommitment is all too common as society places increasing pressure on people to work harder and get more done in less time.

Assess Your Current Commitments

2 Audit your time

Observing yourself by reflecting on your calendar can help you spot weaknesses or clutter in your schedule.

3 Evaluate your habits

Your habits can be either healthy or distracting.

4 Explore your emotional attachments

Emotions can be regulating or dysregulation, and our emotions can impact our commitment choices.

Identify Your Priorities, Goals, and Values

5 Distinguish between priorities, values, and goals

A first step towards learning how to stop overcommitting yourself begins with better understanding the difference between the priorities, goals, and your values in your life.

6 Set valuable priorities, values, and goals

Setting goals that are aligned with what you value in life can help you discern what commitments you need to prioritize.

Find Your Rhythm

7

Delegate effectively

Being able to delegate can help you protect your time and allow you to focus on your own goals while still making progress towards other initiatives.

8

Prioritize and set boundaries

It's important to be able to clearly define your priorities and learn to say no to commitments that don't align with them.

9

Create space between commitments

Every schedule needs space between commitments. After this lesson, you'll be able to begin to create space in your life and in your schedule.

Conclusion

10

Break the cycle of overcommitment

Thank you for watching this course!

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