**Steps to Managing Overwhelming Finals**

1. **TUNE IN to thoughts and feelings**
   *Notice* negative thoughts that may be zapping your motivation
   *Ask* yourself, “What am I telling myself about this project that is making me feel so overwhelmed by it?”

2. **CHANGE PERSPECTIVE this takes practice**
   *Calm down* by taking several slower, deeper breaths or do another relaxation skill
   *Remind yourself* “I am feeling stressed, but I am not helpless” or “My stress can help me get this done.”
   *Repeat* your relaxation skill until you feel calmer and more mentally clear

3. **BRAINSTORM**
   *Write a list* of smaller steps that make up the whole task in no particular order.
   *Break down* each step into smaller steps until you find a few steps that are more doable.
   For each step, *ask yourself questions* such as “What part of this do I know how to do?” “Who can I brainstorm ideas with?”
   *Create an outline* or organize the steps as needed.

4. **BEGIN**
   *Do one small thing,* maybe the thing you least dread doing. Projects don’t have to be done in order from beginning to end. Check it off the list.

5. **GIVE YOURSELF CREDIT for having started**
   *Do another thing* and so on, chipping away at the whole.

6. **USE YOUR MOMENTUM**
   *As you understand more and more* how to complete the whole task, *develop a more specific plan* and timeline for completing it. Remember, most projects take longer than you expect.

7. **WHEN YOU GET STUCK, REPEAT THE PROCESS**

*adapted from “Steps for Overcoming Learned Helplessness and Procrastination”
BYU Stress Management and BioFeedback Services website: https://caps.byu.edu/biofeedback*