

# How to Stop Overcommitting

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

10

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

27m

**Estimated study time**

27m 57s

**Instructor**

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## Introduction

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### 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

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### 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

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### 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

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## 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.

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## 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.

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## 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

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## Break the cycle of overcommitment

Thank you for watching this course!

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