

A woman with dark hair and sunglasses, wearing a green patterned dress and pink sneakers, stands on a dirt path. She is holding a large bouquet of greenery. The path is lined with trees and shrubs, and the sky is blue with some clouds. The overall scene is bright and sunny.

Overthinking, Procrastination & Anxiety Reset

Mini Course by


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Module 1

Understanding & Overcoming Overthinking

Overthinking can feel like being trapped inside your own head – replaying conversations, worrying about “what ifs,” and struggling to switch off your thoughts. But you're not alone – and you can break free.

This module is designed to help you understand what's really happening and how to start shifting your mindset.

What is Overthinking?

Overthinking is when your thoughts go in circles without resolution.

You replay the past, fear the future, and get stuck in “what if” scenarios.

Instead of problem-solving, you feel stuck, overwhelmed, and drained.



Common Signs of Overthinking:

- Replaying conversations or situations in your mind
- Struggling to make decisions out of fear of mistakes
- Fixating on “what could go wrong”
- Feeling mentally exhausted or anxious

Why We Overthink:

Your brain tries to protect you from harm by anticipating possible dangers or mistakes. But when this system is on overdrive, you get caught in endless loops that create more stress.

Overthinking is your brain working too hard to keep you safe.

Awareness is the first step to breaking the cycle.



The Effects of Overthinking:

- Emotionally: Anxiety, self-doubt, frustration
- Physically: Tension, headaches, fatigue
- Behaviourally: Procrastination, avoidance, indecision

Self-Assessment:

Where Do You Overthink Most?

Rate each area (1 = rarely, 5 = constantly):

1. Work or career decisions
2. Relationships
3. Future “what ifs”
4. Health or body concerns
5. Every day tasks/chores
6. Social situations
7. Past mistakes/regrets



Reflection on your self-assessment:

- Which area scored the highest?
- How does this overthinking affect your daily life?
- What would change if you reduced overthinking in this area?

Quick Action Checklist:

1. Completed self-assessment
2. Reflected on triggers
3. I chose 1 small action to break the loop

Suggested Small Actions You can take:

- Take a 5-minute mindfulness break
- Write down your top worry + the solution
- Walk to reset your mind
- 10-minute timer to start the task



Module 2

Conquering Procrastination

Procrastination isn't laziness – it's fear, overwhelm, or perfectionism keeping you stuck.

This module helps you break the cycle, build momentum, and feel accomplished.

What is Procrastination?

Delaying tasks you intend to do, often because they feel too big, stressful, or uncomfortable.

Common Signs:

- Putting off important tasks
- Feeling guilty or anxious while avoiding tasks
- Keeping busy with small tasks
- Waiting for the “perfect” time



Why We Procrastinate

Your brain avoids discomfort, trying to protect you from failure, overwhelm, or boredom.

Impact of Procrastination

- Stress from unfinished tasks
- Low confidence
- Missed opportunities
- Worsening anxiety

Self-Assessment. Rate highest to lowest out of the 6 options:

Where Do You Procrastinate?

1. Work or career tasks
2. Household chores
3. Health goals
4. Creative projects
5. Paperwork/admin
6. Difficult conversations



Reflection:

- Which area scored highest?
- What feelings come up about that task?
- What small first step can you take that could help?

Quick Action Checklist: YOU ...

1. Completed the self-assessment
2. Identified your procrastination trigger/s
3. Chose 1 micro-action that you can take now

Suggested Micro-Actions:

- 5-minute timer or 5 minute count down
- Break the task into tiny steps
- Remove distractions
- Write down why the task matters



Module 3

Managing Anxiety & Stress

Anxiety and stress cloud your mind, fuel overthinking, and keep you stuck.

This module gives you tools to feel calmer and more focused.

What is Anxiety & Stress?

Stress = the body's response to pressure

Anxiety = the mind's response to stress

Why We Feel This Way

Your nervous system reacts to modern life as if under threat, activating fight-flight-freeze.



Impact

- Sleeplessness
- Racing thoughts
- Tension
- Irritability
- Trouble focusing

Self-Assessment:

How Does Stress Show Up?

- Trouble sleeping
- Racing thoughts
- Muscle tension
- Difficulty focusing
- Feeling overwhelmed
- Irritability

Reflection:

- Which symptoms affect you most?
- What triggers your stress/anxiety?
- What would change with less stress?



Calming Tools: (Descriptions on the next page.)

1. 5-4-3-2-1 grounding countdown
2. Box breathing
3. Body scan
4. Write worry down, set aside

Quick Action Checklist:

1. Completed self-assessment
2. Tried at least 1 calming tool
3. Wrote a daily de-stress plan

Daily De-Stress Plan Template on Page 15:

Morning:

Midday:

Evening:



5-4-3-2-1 grounding countdown

As soon as doubt, stress, anxiety or procrastination arrive, count down to distract yourself, or if it is for procrastination, then count down and immediately start doing what you are putting off without thinking.

54321 GO!

Box breathing

1. Find a comfortable position: Sit or stand upright with your back supported.
2. Inhale: Slowly inhale through your nose to a count of four, feeling your lungs fill with air.
3. Hold: Hold your breath for a count of four.
4. Exhale: Slowly exhale through your mouth for a count of four.
5. Hold: Hold your breath out for a count of four.
6. Repeat: Continue this cycle for 5-10 minutes or until you feel relaxed and focused.



Body Scan

1. Find a comfortable position: You can lie down or sit in a quiet space where you won't be disturbed.
2. Close your eyes and focus on your breath: Take a few deep breaths to center yourself and relax your body.
3. Start with your toes: Bring your awareness to your toes and notice any sensations – warmth, tingling, or pressure.
4. Move up your body: Gradually shift your attention to your feet, ankles, calves, knees, thighs, hips, abdomen, chest, back, shoulders, arms, hands, neck, and finally, your head.
5. Notice sensations without judgment: As you move through each body part, observe any sensations – tension, tightness, tingling, or even numbness.
6. Release tension with each exhale: If you notice tension, try to consciously relax that area as you exhale, visualizing the tension leaving your body.
7. Don't try to change anything: The goal is not to eliminate sensations but to become aware of them without judgment.
8. End with deep breaths: Once you've scanned your entire body, take a few more deep breaths and gently open your eyes.



Write worry down, set it aside

Journaling for anxiety is a great opportunity to challenge the automatic negative thoughts that are driving your worries.

Getting your negative thoughts and your worries on paper breaks the cycle of worry, challenges your spiralling rollercoaster of emotions, thoughts and feelings.

It also helps you to come up with ways to find a solution to sort out your problems and anxiety.

If you want to keep your feelings private you can write down your thoughts on a piece of paper and do the ritual of burning it and letting it go if you have no control of the situation.

(Do this in a safe place please. xxx)



Morning De-Stress Rituals

Start the day grounded and calm.

- Gratitude Practice: List 3 things you're thankful for.
- Affirmation of the Day: "I am..."
- 5-Minute Breathwork / Meditation
- Stretch or Move: Gentle yoga or a walk.
- Today I Intend To... (Set your tone for the day)

Midday Reset

Recharge your energy & refocus.

- Quick Body Scan: How am I feeling physically/emotionally?
- Stress Check-In: What's one stressor I can release?
- 10-Minute Break Idea: (Walk / Music / Journaling)
- Mantra Reminder: "I release what I cannot control."

Evening Wind-Down

Let go, reflect, and restore.

- Reflection Prompt: What went well today?
- Emotions Journal: How did I feel today? Why?
- Release & Reset: What will I let go of before sleep?
- Evening Calm Activity: (Bath, read, light stretch)
- Sleep Affirmation: "I am safe. I rest with ease."

BONUS - STOP Technique below.



STOP

technique

Interrupt anxious thoughts and feelings

S

Stop.

When you notice yourself feeling anxious or overwhelmed, stop what you're doing or thinking for a moment.

T

Take a deep breath.

Inhale slowly through your nose and exhale slowly through your mouth. Repeat several times.

O

Observe.

Notice what is happening in your body and mind. Acknowledge the feelings and thoughts you are experiencing.

P

Proceed.

Choose how you would like to proceed, focusing on activities or thoughts that make you calm and happy.



**I struggle knowing that someone is
struggling!
Oh Dear!**

**So I really hope that you take time out
to use these very basic but very effective tools
to help you overcome your struggles.**

**Once your “Overthinking, Anxiety and
Procrastination” are sorted out you can then
go on to enjoying your life that you have or
you can now focus on creating the life that
you want.**

Whichever you choose I wish you the best.

**Rise, Reset and Shine Bright!
Robyn xxx**



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Let's Chat.

I look forward to hearing from you.

Robyn :)

