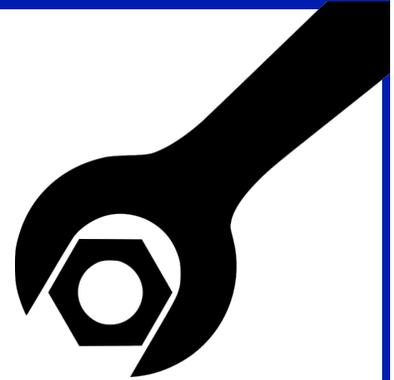


UNSTUCK



ease pressure through action

THE FREE GUIDE

v1.2

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make progress under pressure

IF YOU'RE

- dealing with more than you can manage
- facing difficult decisions, demands, or opinions
- feeling stuck, uncertain, or unsure where to start

AND YOU WANT TO

- ease this pressure at its source
- handle what's coming at you
- stop pressure from holding you back

THIS GUIDE WILL HELP

When pressure builds, people naturally look for ways to cope. This guide takes a different approach. It gives you eight practical tools, adapted from methods proven for decades in business, to turn specific pressures into specific actions. This is how you ease the pressure and make progress.

WORKING TOWARD SOMETHING BIGGER?

If you're building something important (e.g., a side hustle, a project, an initiative), and you need a path from idea to done, the FINISH LINE guide walks you through how to define your goal, organize the work, and maintain momentum to completion. Free at [PMEZ.org](https://pmez.org)



how it works

UNSTUCK provides eight tools for tackling real pressures in today's life. Find the pressure that matches what you're facing and use the tool to ease it.

Pressure	Tool
making hard choices	decisions
stressing over worries	worries
being asked to do too many things	demands
juggling too many to-dos	priorities
dealing with unwelcome input	opinions
wondering how to do something big	direction
questioning that you have what it takes	readiness
losing steam in the middle of something	momentum



DECISIONS

making hard choices

focus on your drivers, not pros and cons

pressures eased

- flip-flopping between options
- torn between want and should
- afraid of choosing wrong

action

- name the decision and list your options.
- review the **drivers** listed below. Drivers are the ideals and forces that steer decisions.
- choose one or two drivers you'd most regret ignoring.
- choose using those drivers.

drivers

ideals that matter to you

- freedom & independence
- connection & belonging
- growth & learning
- security & stability
- creativity & expression
- service & helping others
- joy & fun

forces acting on you

- ego & pride
- obligation & guilt
- fear & insecurity
- peer & social pressure



WORRIES

stressing over worries

reframe the worry as a risk

pressures eased

- facing difficult what-ifs
- stalled by doubts
- avoiding something because of worst-case-scenarios

action

- state your worry clearly.
- assess its likelihood based on facts, not feelings.
- picture what it would look like if it actually happened, to understand its impact.
- ask: "in the big picture, how bad is the impact?"
- if the likelihood is high and the impact is bad, then:
 - find ways to reduce the chances it will happen
 - decide now how you will adjust if it does



DEMANDS

being asked to do too many things

sideline the unessential

pressures eased

- flooded with requests or expectations
- feeling obliged to say "yes"
- conflicted between others' demands and your own priorities

action

- list all the demands or expectations you're facing:
 - what you promised
 - what people expect
 - what you expect
- decide what is **essential** from the list below.
- for the others, pick a sideling move:
 - **skip** it's nice to have but not worth the effort
 - **postpone** it can happen another time
 - **simplify** it's worth doing but in a smaller or easier form

essentials

health, safety, legality

things that must be done to keep people safe, follow laws, or meet basic responsibilities

basic operation, use, enjoyment

the minimum needed to make something work or be worthwhile

promises made

commitments you have explicitly made and are responsible for



PRIORITIES

juggling too many to-dos

sort by importance, not urgency

pressures eased

- feeling like everything is urgent
- avoiding bigger items on your list
- struggling to focus on the "right" task

action

- list everything demanding your attention or effort.
- check each item against the **importance standard** below.
- for items that meet the standard: address these first.
- for items that don't, pick a deferral move
 - ✓ **skip** it's nice to have but not worth the effort
 - ✓ **postpone** it can wait for another time
 - ✓ **delegate** find someone else to handle it

importance standard

An item is truly important if delay will cause any of the following:

- costs increase or opportunities close
- someone else is blocked or seriously impacted
- there are health, safety, or legal consequences
- a commitment or deadline is missed
- the problem becomes significantly harder to solve



OPINIONS

dealing with unwelcome input

focus on those impacted, not the loudest or closest

pressures eased

- pulled by competing opinions
- expected to satisfy too many views
- anxious about heeding the wrong voice

action

- list those with opinions.
- sort each person by impact:
 - directly: the outcome changes something real for them
 - indirectly: they're touched by it but not changed by it
 - not really: they have opinions but no real stake
- note: closeness and volume don't equal impact. Someone can care deeply and still not be directly affected.
- engage each person accordingly:
 - **directly impacted** actively seek and seriously weigh their input
 - **indirectly impacted** consider their input if offered
 - **not really impacted** listen respectfully, then move on
- for anyone who is noisy or draining, listen respectfully and move on, regardless of their impact.



DIRECTION

wondering how to do something big

define your finish line and work chunks

pressures eased

- feeling unsure where to start
- working hard without knowing what really matters
- procrastinating because a job feels overwhelming

action

- picture your end result and ask: "what exists when you're done that doesn't exist now?"
- write it down in one sentence and check it against three tests:
 - can you point to it? It should be a real thing, not just an activity.
 - is it realistic? You should be able to do it with your time, money, and skills.
 - does it have a clear end point? You should be able to tell when you are done.
- use the **chunking prompts** below to identify work needed to reach the finish line.
- group together any chunks that are related.

tip

- If the job still feels too big, the FINISH LINE guide will walk you through a process to deliver something big. Available at pmez.org.

chunking prompts

What must be created or changed?

What would someone point to and say "that's done"?

What would each person take if three people divided this work?

What has to happen before anything else can start?



READINESS

questioning that you have what it takes

close the gaps, not avoid them

pressures eased

- feeling uncertain about what is needed
- doubting you have what you'll need
- depending on someone who might not follow through

action

- first, understand what you want to do by using the Direction tool.
- then for each chunk of work, identify the **resources** you'll need from the list below.
- check whether you have each resource ready to go.
- for any gaps, pick a closing move:
 - **get it** acquire or arrange what's missing
 - **borrow it** find someone who has it and can share
 - **substitute it** find something else that works well enough
 - **recruit help** bring someone in who has what you need
 - **shrink things** reduce the finish line to fit what you have

resources

people

someone's time or effort

skills or knowledge

abilities you or others need to do something

money

funding, savings or income to cover costs

tools or materials

physical or digital things required

access

space, permissions, accounts or connections



MOMENTUM

losing steam in the middle

pause, take stock, then reset

pressures eased

- stalled and can't restart
- working hard but not seeing results
- seeing the finish line keep moving

action

- take stock of what is done today by asking "am I closer than I thought, or further behind than I've admitted?"
- use the **momentum diagnostic reset list** below to find why you stalled.
- based on your diagnosis, make the reset move.

momentum diagnostic reset list

the finish line was never clear or has shifted

write your finish line in one sentence. If you can't, that's the problem to solve first. Try the Direction tool for help.

the work feels too big or the next step is unclear

break what remains into chunks. Start working on the smallest one first. The Direction tool can help find the chunks of work.

a key resource is missing: time, skills, money, support, or access

name the gap. Then get it, borrow it, substitute it, recruit help, or shrink things to fit what you have. The Readiness tool can help find and close resource gaps.

the work has grown beyond what was originally planned

decide what to cut. Focus on only what's essential for your finish line. The Demands tool can help set boundaries.

you've lost motivation or confidence

revisit why this mattered in the first place. The Decisions tool has a list of drivers that might help clarify what matters. If it still matters, commit to one small action. If it doesn't, that's worth acknowledging too.



let PMEZ help

FINISH LINE GUIDE

If the UNSTUCK guide helped you get moving but you're working toward something big, like a side hustle, a work project, or other initiative, the FINISH LINE guide gives you a complete path from idea to done. Free at PMEZ.org

GROUP WORKSHOPS

Bring UNSTUCK to your team. These are hands-on sessions with participants working through the tools with their own real pressures.

TALKS

Engaging talks on making progress under pressure. Available for conferences, companies, and community events.

Ready to ACT?

Contact us at info@pmez.org or visit PMEZ.org

