

OVERTHINKING

A Simple Guide to Calm Your Mind



Understand It

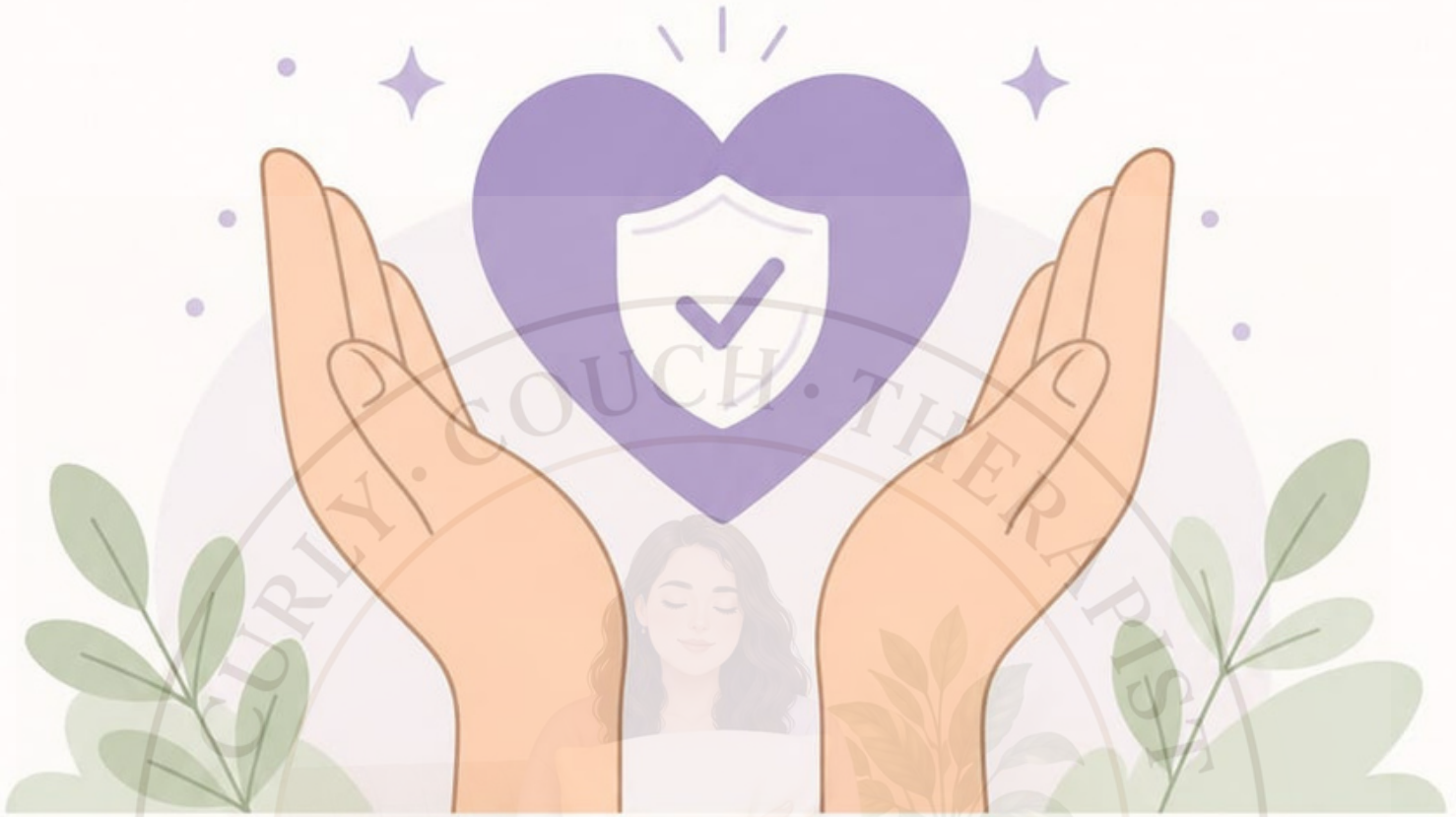


Manage It



**Know When to
Seek Professional
Help**

Disclaimer



This eBook is designed for education and self-help. It does not replace professional medical or psychological advice, diagnosis, or treatment.



If your thoughts are causing severe distress, affecting your daily life, or leading to thoughts of self-harm, please seek immediate help from a qualified mental health professional or your local emergency services.



What is Overthinking?

Everyone thinks.

Overthinking happens when your mind keeps going around the same thoughts again and again without finding a solution. Instead of solving the problem, your brain keeps replaying it.



“

Thinking helps.
Overthinking traps.

”

Why Do We Overthink?



Common Triggers



Fear of failure



Fear of rejection



Past mistakes



Uncertainty



Perfectionism



Comparing yourself
with others

Overthinking Self-Check

Tick one answer for each statement.

Statement	Never	Sometimes	Often	Almost Always
I replay conversations.	☐	☐	☐	☐
I worry about future events.	☐	☐	☐	☐
I imagine worst outcomes.	☐	☐	☐	☐
I struggle to make decisions.	☐	☐	☐	☐
My thoughts disturb my sleep.	☐	☐	☐	☐
I cannot stop thinking even when I want to.	☐	☐	☐	☐
I feel mentally exhausted.	☐	☐	☐	☐
I overanalyse small situations.	☐	☐	☐	☐

Reflection

Mostly “Never” or
“Sometimes”



→ Your thinking seems manageable.

Mostly “Often”



→ Try the techniques in this eBook regularly.

Mostly “Almost Always”



→ Consider talking to a qualified mental health professional.

Common Signs of Overthinking



Replaying
conversations



Imagining
worst-case
situations



Difficulty
making
decisions



Trouble
sleeping



Constant
worrying



Feeling
mentally
tired



Difficulty
concentrating



Second-guessing
yourself



How Overthinking Affects You



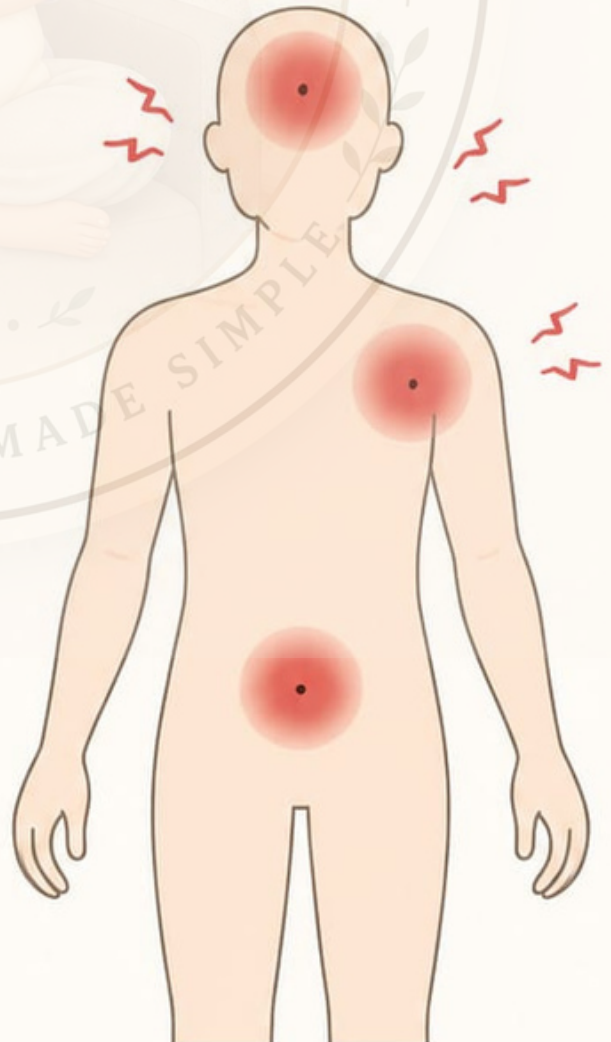
Mind

- Anxiety
- Low confidence
- Irritability
- Poor concentration



Body

- Headache
- Muscle tension
- Fatigue
- Poor sleep
- Fast heartbeat



Break the Overthinking Cycle

POCA Method

P



Pause

Stop for a moment.
Take one slow breath.



O



Observe

What exactly am I thinking?
Is it a fact or just a fear?



C



Challenge

Ask yourself:
"What evidence do I have?"
"What would I tell my
best friend?"



A



Act

Take one small action.
Even a tiny step is better
than endless thinking.



STOP Technique

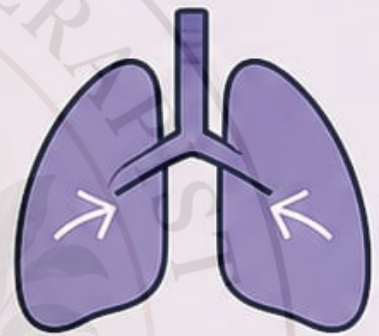
S

Stop.



T

**Take a
deep breath.**



O

**Observe your
thoughts and
feelings.**



P

**Proceed with
one helpful
action.**



Five-Minute Calm Mind Routine

Minute 1

Slow breathing.



Minute 2

Relax your shoulders.



Minute 3

Notice five things around you.



Minute 4

Replace one negative thought.



Minute 5

Decide one small action.



Daily Habits That Reduce Overthinking



**Sleep
on time**



Exercise



**Limit
social media**



**Write your
thoughts**



**Practice
gratitude**



**Talk to
someone you
trust**



**Spend time
in nature**



**Be kind to
yourself**

from OVERTHINKING to PRODUCTIVITY

A simple shift in mindset. A powerful change in life.



OVERTHINKING



MENTAL CLUTTER



**SMALL DAILY
ACTIONS**



FOCUS



CONSISTENCY



PRODUCTIVITY

DAILY PRODUCTIVITY RULES



2-Minute Rule



Priority List



One Task
at a Time



Digital Detox



Celebrate
Small Wins

*You don't need more time,
you need a better system
and the **courage** to start.*



Turn Your *Mind* into Your *Strength*

Instead of asking

✗ What if I fail?

↓
Ask

✓ What can I learn?

Instead of

✗ Why me?

↓
Ask

✓ What is my next step?

Instead of

✗ I can't.

↓
Say

✓ I am learning.

*Positive
Mindset*

“

Your thoughts create
your **direction**.



Your actions create
your **future**.





Should I Seek Professional Help?

Answer Yes or No.

Statement	Yes	No
 My worries have continued for several weeks.	☐	☐
 My work or studies are suffering.	☐	☐
 My relationships are being affected.	☐	☐
 I cannot sleep because of my thoughts.	☐	☐
 I avoid situations due to anxiety.	☐	☐
 I feel overwhelmed most days.	☐	☐
 I experience panic attacks.	☐	☐
 I no longer enjoy activities I once liked.	☐	☐
 Friends or family have noticed.	☐	☐



Few "Yes" answers

→ Keep practicing self-help strategies.



Several "Yes" answers

→ Consider consulting a mental health professional.



If symptoms are severe or include thoughts of self-harm

→ Seek immediate professional help.





Our Team

Compassion • Clarity • Growth

Compassionate professionals dedicated to promoting mental well-being and creating meaningful change.



Narender Kumar Vashistha

COUNSELOR | CAREER GUIDANCE EXPERT |
BEHAVIOUR MODIFICATION SPECIALIST

With over 27 years of experience in counseling, behaviour modification, career guidance, and personal development, he helps individuals build resilience, overcome challenges, and achieve meaningful growth.



Nikita Vashistha

FOUNDER | COUNSELING PSYCHOLOGIST

A Counseling Psychologist committed to promoting emotional well-being through evidence-based care, counseling, workshops, and mental health initiatives. She believes in creating safe spaces for healing and growth.



Safia

PSYCHOLOGIST | FREELANCE COUNSELOR |
WELLBEING EDUCATOR | CO-FOUNDER,
CONVOCARE INDIA

A psychologist, wellbeing educator, and mental health advocate passionate about accessible and inclusive mental healthcare. She works towards creating awareness, empowering communities, and reducing stigma.



Curly Couch Therapist

— Compassion • Clarity • Growth —

At Curly Couch Therapist, we believe that mental well-being is the foundation of a healthier and more meaningful life.

Through evidence-based psychological support, self-help resources, counselling, workshops, and mental health education, we strive to empower individuals with the knowledge and skills needed to navigate life's challenges with confidence and resilience.



Inside this book, you'll discover practical insights, evidence-informed strategies, and simple tools to support your emotional well-being and personal growth.

Connect With Us



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Scan the QR Code

to explore counselling services,
workshops, self-help resources,
and upcoming wellness programs.

*Your journey toward healing,
resilience, and growth begins here.*