



Ninth Koi
BUSINESS SOLUTIONS

NAVIGATING BUSINESS CHANGE

AS A NEURODIVERGENT
SMALL BUSINESS OWNER

5 PRACTICAL TOOLS TO STAY

GROUNDING, FOCUSING, AND IN CONTROL

WORKBOOK

Stay Focused When Business Gets Overwhelming

Based on Russ Harris' "Dropping Anchor" technique (ACT)

When Everything Feels Too Much

This is for you if...

- You're onboarding a new client and suddenly doubting everything.
- You're halfway through a tech implementation and want to throw your laptop.
- You're launching something, and your brain has decided you are doomed.

Your brain is a high-performance machine. But when overwhelmed, it's like 47 tabs open, 3 autoplay videos, and you've lost the one tab that matters.

Dropping Anchor helps bring your mind back to the present so you can choose your next step on purpose. It doesn't erase stress. It makes space around it.

Holding yourself steady when your mind is whirling is a skill. One that keeps you grounded in your value, not your panic.



Acknowledge Your Feelings

Say it clearly. ***"I'm overwhelmed." "I'm stuck." "I'm spiralling."***

Why it matters: Naming what's happening creates a moment of pause. It stops the mental freight train.

Example: *"I'm anxious because this project feels too big and my brain is scared of failing."*



Ground Physically

Bring your body into the moment. Feet flat. Hands on something solid.

Try this:

- Press feet into the floor. Notice the pressure.
- Hold the arms of your chair. Feel the texture.
- Pick up a pen. Rub your thumb across it slowly.

Why it matters: Your brain calms when it knows your body is safe.

ND Tip: Pick a personal grounding object (fidget toy, smooth stone, cold glass).





Engage Senses

This is the 5-4-3-2-1 Senses Technique:

- 5 things you can see (e.g. the curtain, a pen, your hands...)
- 4 things you can hear (e.g. your breath, typing, traffic...)
- 3 things you can touch (e.g. clothing texture, mouse, cup...)
- 2 things you can smell (e.g. coffee, fabric, fresh air...)
- 1 thing you can taste (e.g. toothpaste, snack, water...)

Why it matters: It anchors your awareness in the here and now. Sensory input pulls you out of the mental chaos.



What are 5 things
you can see?



What are 4 things
you can touch?



What are 3 things
you can hear?



What are 2 things
you can smell?



What is 1 thing
you can taste?



Breathe On Purpose

3 slow, deep breaths. Count if it helps: In for 4, hold for 4, out for 6.

Try this:

- Place a hand on your chest or belly.
- Feel the movement with each breath.



Reconnect to Your Values

Ask: *“What kind of small business owner do I want to be in this moment?”*

Examples:

- “I want to be calm and decisive.”
- “I value clarity over perfection.”
- “This launch matters to me because it supports other ND folks.”

Write your own mantra:

I choose to respond with...

Break It Down to Beat Overwhelm

Strategy: Micro-tasking + mindful prioritisation for when your brain is trying to do everything at once.

When Change Feels Like Too Much

You're pivoting your business, onboarding new systems, or starting something bold – and suddenly your brain throws on the brakes.

It's not that you don't care. It's that you care so much, you're short-circuiting.

ND overwhelm isn't always about doing too much. Sometimes it's about:

- Having too many open loops
- Not knowing where to begin
- Trying to make every step perfect

**This tool helps you make
decisions from clarity,
not panic**

The Overwhelm Deconstruction Method



1 Name the challenge

Write down what's weighing on you. Get it out of your head.

Example: "Updating my entire website." no wonder you're overwhelmed.

**Example: I have to
update my entire
website**



2 Break It into Chunks

Look for smaller tasks that don't require your full executive function

-
- Choose 3 client testimonials
- Update my bio on the About page
- Find 2 sites for design inspo
- Email my VA about the layout



3 Pick What Matters Most

Ask: "What's the one task that would create the most relief or momentum?"

You don't have to do it all now. Just pick one that opens the door.



4 Timebox it

Set a 15-minute timer. Let it be enough.

**You don't have to
do it all now. Just
pick one that
opens the door
with ease.**

Mindful Add-Ons

These aren't just 'wellness tips' - they're tools for resetting your executive:



Write it out -

Brain-dump what's stuck in your head.



Take a lap -

Movement helps discharge built-up stress



Say No -

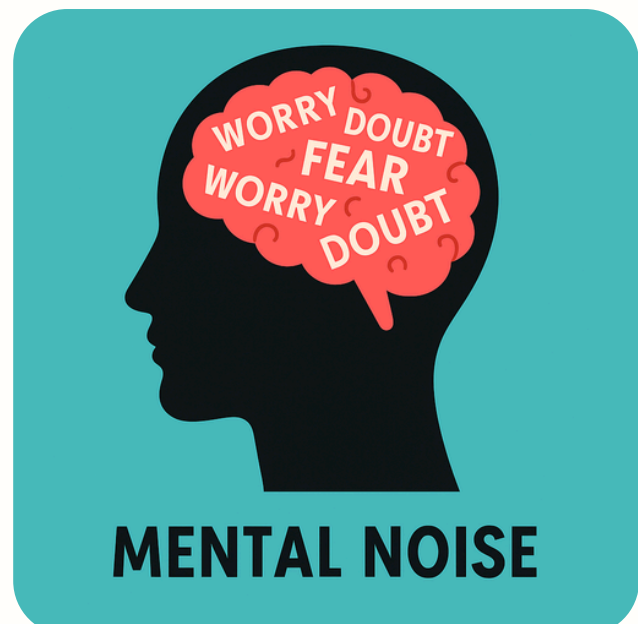
Protect your bandwidth without guilt

Your Turn

Choose something that's currently overwhelming. Use the 4 steps:

1. What's the challenge?
2. Break it into at least 3 steps
3. Choose one thing that matters most
4. Timebox it for 15 minutes.

Then reflect: Did that small action lower the internal noise?



Use Your Neurodivergence as a Strategic Advantage

Strategy: Strength-based thinking to unlock innovation, insight, and resilience during business change.

What If Your Brain Is the Asset?



You've been told to “manage” your neurodivergence.
Let's flip that.

Business change is one of the best times to lean into your unique wiring. Because while others are clinging to old systems and panicking over uncertainty... you've been here before. And your brain is often built for it.



Strengths That Show Up in Change

Let's name what you bring to the table – especially during growth, transition, or pivoting.

 ND Strength	 How It Helps in Business Change
Big-picture thinking	Spot patterns, opportunities, and new directions quickly
Detail sensitivity	Pick up risks others miss in systems, processes, strategy
Creative ideation	Find workarounds, new angles, and products nobody else sees
Emotional depth	Create brand voice and messaging that resonate s deeply
Adaptive resilience	You've already been flexible in a rigid world – you can handle change
Hyperfocus	When channeled, it allows for deep, high-quality progress fast

Add your own:

What's one way you brain has helped you solve something differently?

What Others Call **'Too Much'**

Too Intense



You build strong, authentic relationships, and have an acute awareness of team and client dynamics.

Too Scattered



You can produce high-quality, intense output in bursts when aligned with interest and strengths.

Too Impulsive

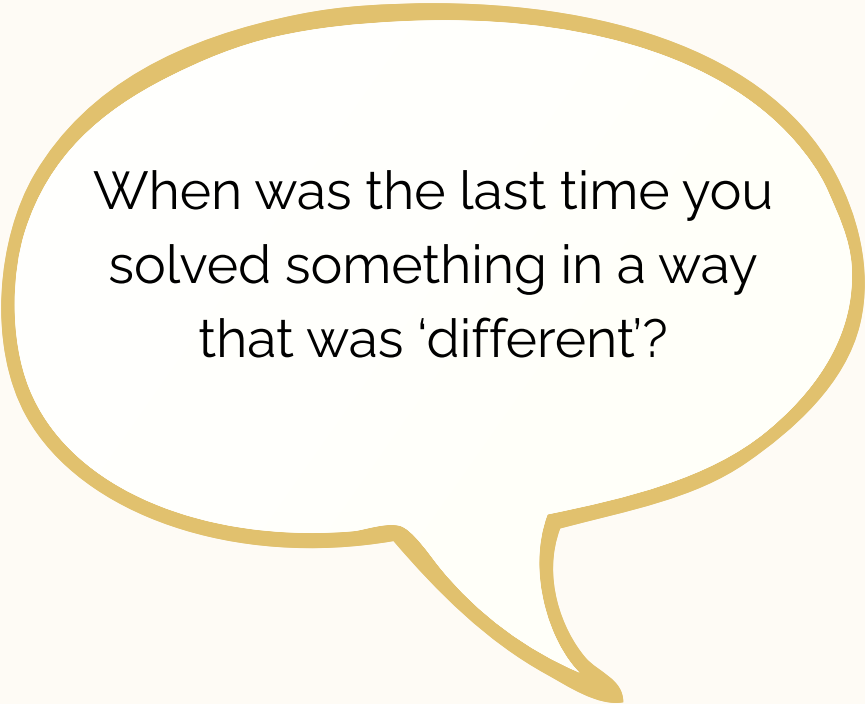


You can pivot quickly, take bold steps, and think outside the box without overanalysing.


These are not flaws. These are unconventional skills with strategic value in your business

Your Turn

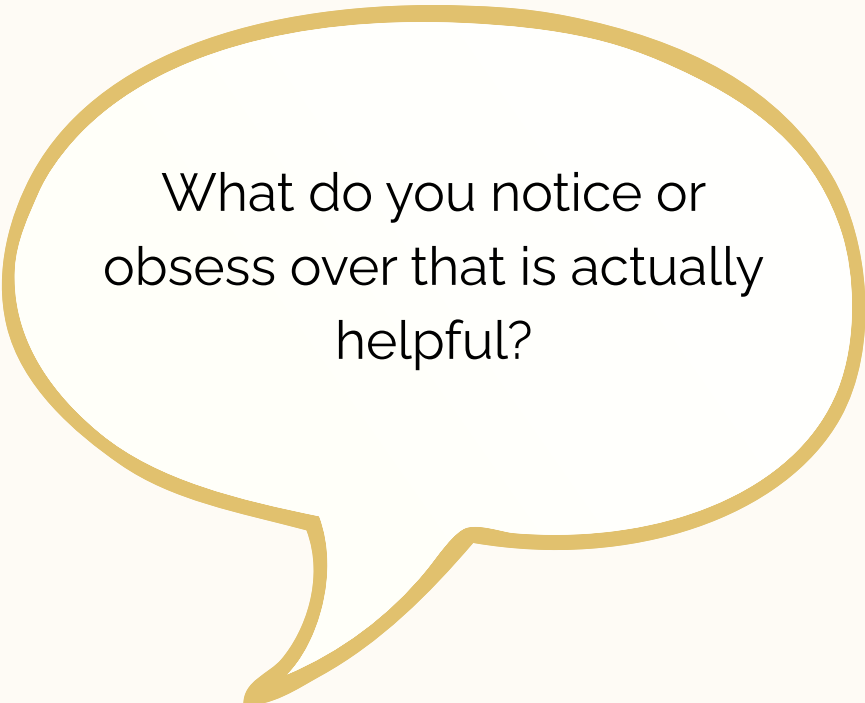
Map Your Neurodivergent Strengths



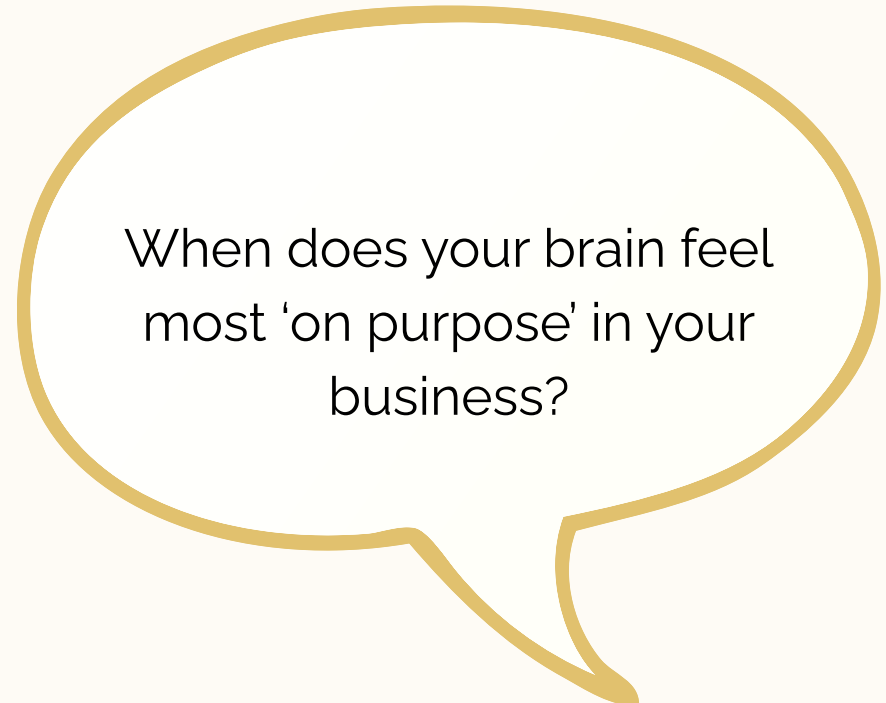
When was the last time you solved something in a way that was 'different'?



What do people often come to you for advice about?



What do you notice or obsess over that is actually helpful?



When does your brain feel most 'on purpose' in your business?

Pro Tip: This might be 'just how you think', but your brain gives you advantages and uniqueness that others don't have

Advocate for What You Need in Business Settings

Strategy: Compassionate self-advocacy that gets your needs met - without burnout, over-explaining, or people-pleasing.

What It Actually Means to Advocate for Yourself

You're launching something new. Entering new spaces. Collaborating with new people.

You know your brain works differently - and you know what helps you show up at your best. But saying it out loud? Naming your needs clearly? That's another story.

This tool helps you:

- Name what works for your nervous system
- Communicate clearly and kindly
- Set boundaries that support your work style
- Build business relationships without burnout

**Advocating for yourself
isn't selfish. It's how you
teach the world to respect
your boundaries.**

The Advocacy Starter Framework

Let's name what you bring to the table, especially during times of change

1 Know what you need

Start by getting clear with yourself.

"I need written follow ups after meetings"

"I need time to think before answering questions"

"I work best when instructions are clear"

Prompt: What situations have you been in that you've found draining?
And what is the one thing you needed?

2 Say it simply and kindly

You don't need a TED talk, you just need clarity.

"I need a bit of processing time - can I get back to you tomorrow?"

"I'm happy to do this, but I need a clear brief in writing"

Prompt: Turn that one thing from step 1 into a sentence about what you need.

3 Expect some resistance

Not everyone will get it the first time. It doesn't mean you're wrong.

4 Hold your boundaries firmly and kindly

A boundary isn't a punishment. It's a care structure, for you and the work.

Add your own:



Reflection & Real-World Planning

What's one need you've been ignoring or downplaying in your business relationships?

What's one boundary that would protect your energy, focus or confidence?

What's one phrase you could start using to advocate clearly and kindly?

Pro tip: Write it out, practice it aloud, then test it in a low-stakes situation.

Align Change with Your Values (So You Don't Lose Yourself in the Process)

Strategy: Use your personal compass to navigate business evolution without burning your identity in the fire.

Change Without Compromise

Here's the truth: you can grow, pivot, or scale your business without losing who you are. But only if you choose deliberate alignment over reactive change.

This tool helps you:

- Reconnect with what actually matters to you
- Make values-led decisions in real time
- Stay grounded in identity as you evolve

**Change doesn't mean
becoming someone else. It
means becoming more
yourself, on purpose."**

Your Values Compass



Does this align with what I care about?

Examples: Freedom, creativity, inclusion, sustainability...



Is this helping me move towards the business I want to build?

Or am I just reacting to pressure and urgency?



Will this decision help me honour my needs, energy, and values?

Or am I overriding myself for the sake of being productive or nice?



Hold your boundaries firmly and kindly

Once you have worked out what you need, practice saying it firmly and kindly



Map Your Values & Align Your Next Steps

What are 3 non-negotiable values in your business?

What's a recent experience you had that felt off?
Which value did it conflict with?

What upcoming project, change, or decision could you realign right now?





Ready to Embrace Change with Confidence?

You've just taken the first step—unpacking your needs, strengths, and values as a neurodivergent business owner. Now let's explore how to put that insight into action, **your way.**



Book Your Free 30-Minute ND Coaching Consultation

- Untangle the business change or decision you're facing
- Understand how your neurodivergence affects how you work (and why that's a strength)
- Get a feel for how coaching could support you going forward

No scripts. No fluff. Just thoughtful, practical conversation designed around your brain.

 [Click here to book your free session](#)

Not sure if coaching is the right fit?

You don't need to have it all figured out. Just show up as you are. We'll start from there.



You deserve a business that honours your mind – not one that demands you twist yourself to fit.