Can I Affect the Problem?

No

Let it go and do something else for a bit.

Yes

Can you affect it now?

Yes

Can you break it down into small, manageable problems?

Yes

Break it down. Prioritise each bit. Set yourself some goals. Get started.

Let it go and do something else for a bit.

No

Deal with it now!

Let it go and do something else for a bit.

No

Keep it in mind and plan how to deal with it later.

Let it go and do something else for a bit.

Andrzej Marczewski