Time and Stress Management

Strategies & Resources
Time Management Strategies
Get a Road Map
<table>
<thead>
<tr>
<th>Week Of:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Mar 6</td>
<td>Test CORG 555 (15%)</td>
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<td>Sarah's bday lunch 12pm</td>
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<td>Mar 13</td>
<td></td>
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<td>Essay CCOM 205 (25%)</td>
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<td>Soccer Practice 2-5pm</td>
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<tr>
<td>Mar 20</td>
<td>Journal CORG 555 (5%)</td>
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<td>Parents in town</td>
<td>Parents in town</td>
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<tr>
<td>Mar 27</td>
<td></td>
<td></td>
<td>Johnny's play 8pm</td>
<td>Exam BUSA 100 (35%)</td>
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<tr>
<td>Apr 3</td>
<td>Journal CORG 555 (5%)</td>
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Make every moment count...
Set reasonable, detailed goals
For example

To do:
• Write paper for BUSA 100.
Instead...

To do:
• Write paper for BUSA 100.
Select topic for paper.
Find books on topic.
Write introduction.
Trick your brain into efficiency
What does that mean?

- Blocks of study time and breaks
- Make rewards
- Dedicated study spaces
- Weekly reviews
- Review notes and readings just before class
- Review lecture notes right after class!
- Prioritize your assignments
Avoid procrastination!

• Why do you want to do this?
• What will happen if you don't progress?
• Avoid distractions and escapes
• Get a buddy!
Old Adages

• It's not how much you read but rather **what** you read

• It's not how much time you spend doing something, it's how productive you are during the time you allocated to achieve something!

• Time is money!
Discussion

• What are your most effective time management techniques?

• What strategies do you use to avoid procrastination?
Additional time management resources

• Create a simple "To Do" list, see: http://www.studygs.net/todolist.htm

• Daily/weekly planner

• Long term planner

• **Try McGill’s Assignment Calculator** (5 Steps to a Better Paper), see: http://www.mcgill.ca/library/library-assistance/five-steps/

• **Try this exercise in time management**, see: http://www.studygs.net/schedule/
First, recognize stress!

- Stress symptoms include mental, social, and physical manifestations

**Stress Management** is the ability to maintain control when situations, people, and events make excessive demands
Stress management strategies

• Remove yourself from the stressful situation
• Avoid extreme reactions
• Set realistic goals for yourself
• Get enough sleep
• Change the way you see your situation
• Set priorities
• Try to "use" stress
Stress management strategies

- Selectively change the way you react
- Discover new relaxation techniques
- Don't sweat the small stuff
- Avoid self-medication or escape
- Take control of the situation
- Exercise & eat well
- Try to be positive
Most importantly!

• If stress is putting you in an unmanageable state or interfering with your schoolwork, social and/or work life, **seek professional help!**
Discussion

• What are your most effective stress management techniques?

• What strategies do you use to avoid stress?
Additional resources


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http://www.flickr.com/photos/27369469@N08/2661018158/ License: Attribution-Noncommercial-Share Alike 2.0 Generic
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Old Clock by wwarby
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Self Portrait As A Stressed-Out Bride To Be by BrittneyBush
http://www.flickr.com/photos/tzofia/270800047/ License: Attribution-Noncommercial-Share Alike 2.0 Generic
30/365 - STRESSED OUT! by ~*Gillian*~
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212/365 - me? stressed out? By joshfassbind.com
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Procrastination by cheerfulmonk
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Take away

- There are lots of resources out there—it’s up to you to take advantage of them!