Time and Stress Management: Tools for Success!

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Today’s Presentation

• Share Your Stress!
• Time Management
  – Setting Goals and Creating Action Plans
  – Prioritization
  – Dealing with Interruptions and Distractions
  – Procrastination
• Managing your Stress
Share Your Stress!

• What is stressing you out right now?
• What is usually your biggest stressor?
• How do you try to deal with your stress?
  – What has worked?
  – What hasn’t?
Time Management Self-Assessment

- What do you do well right now?

- What is one thing you would like to improve in or change?
“I know what I want, but how do I get it?”

Step 1: Set SMART Goals

- Specific
- Measurable
- Achievable
- Relevant
- Time-Bound
• **Step Two: Put Goals in Writing**
  
  – Be positive!
    - I will not fail vs. I will succeed
  
  – Make a To-Do list
    - Manageable, specific tasks
  
  – Make goals public
    - Share your goals with friends, family, peers, etc. to help you stay on track!
• **Step 3: Create an Action Plan**
  – Decide on length of plan (monthly, weekly, daily)
  – Get specific and be realistic!
    • Assign Timeframes
    • Build in Breaks/Rewards
    • Don’t forget to sleep and eat!
  – Use what works for you: Day Planner, Online Calendar, Excel Spreadsheet etc.
“So I have my to-do list... How do I know what to do first, middle, and last?”

– Prioritizing is a skill learned like any other and there are many ways to prioritize (I.E. amount of time the task takes, deadline of the task, difficulty of the task etc.)

– Let’s look at an example!
Prioritization Example

• You have three assignments due this week
  – 1 Discussion Board and 2 responses for an ‘easy’ class
  – 1 compare/contrast essay, 4 pages long, need 4 references
  – 1 ten question quiz for a math course you are struggling in

• How should you organize your week and why?
Interruptions and Distractions

• “So I have made my to do list and prioritized my week but I’m trying to study and no one will let me!!”
  – Turn off your phone
  – It’s okay to say “No” or “Not right now”; if something truly needs your attention, put a time limit on it-”I will do this for 5 minutes, that’s it”.
  – Explain in advance when you will be available and when you will not be (set your schedule with family, friends, etc.)
Interruptions and Distractions Cont.

• Organize your work space
• Turn off Facebook, IM, etc.- anything on your computer that will distract you
• Work in a private location (office, bedroom, some place that has a door for privacy or go to the library, etc.)
• Use ‘White Noise’ or music to block out sounds
Procrastination

• OR “So I have my goals, I have gotten rid of all my distractions, but.... I’ll do it later...”

• Overcoming Procrastination:
  – Recognize you are doing it and think about why you are doing it
    • Unpleasant? Get it over with quickly
    • Disorganized? Use your to-do lists and schedules
    • Overwhelmed? Break things down into smaller tasks
• Four Types of Stress
  – Time Stress: Stressing about time or lack of time, the number of things you have to do, deadlines, appointments etc.
    • We have already discussed ways to combat this stress! 😊
  – Anticipatory Stress: Worrying about the future; can be a specific event (i.e. final or presentation) or overall worry that “something will go wrong”
  – Situational Stress: Stress involving a situation you have no control over (i.e. an emergency, loss of status, lay off, etc.)
  – Encounter Stress: Stress related to particular people. Worry about interacting with someone whom you do not like or is unpredictable; can also be a result of people overload (overwhelmed or drained from interacting with too many people)
Stress Management Cont.

• Anticipatory (i.e. stressing about a final)
  – Be realistic
  – Positive visualization
  – Answer the fear

• Situational (i.e. being caught off guard)
  – Accept what is happening
  – Bring control back to the situation

• Encounter (i.e. interacting with someone you do not like or get along with)
  – People Skills
  – Empathy
  – Find your comfort zone (create your limitations)
Additional Techniques

• Anger Management
  – STOP: “Think before you speak/act”
  – Breathing techniques, new environment
  – Empathize

• Self-Confidence
  – Focus on achievements
  – Realize your strengths
  – Set achievable goals

• Proper Health
  – Relaxation/Exercise
    • Meditation/Yoga
  – Sleep
  – Diet

• Thought Awareness
  – Positive Thoughts
  – Rational Thinking
Let’s talk about rewards! 😊 Organization not only keeps you on task to do what is required but also keeps you on task with fun stuff!

– Build in internet breaks, phone call breaks, dinner breaks etc.
– Reward yourself with TV shows, movies, shopping, sports, a night out, whatever will make you happy after reaching your goals!
– Daily Example (Do laundry, dishes, vacuum living room, then watch movie OR read chapters 1 and 2, take notes, and then have coffee and call a friend)
– Weekly Example (Finish researching for paper, write outline and introduction, complete discussion board posts; plan night out for Friday)
References


Additional Discussion/Questions