



Stress and Time Management

Teresa Hedglin and Irelyn Coker

What is stress?

Stress can be referred to as overwhelming pressure. It can be physical or emotional.



Where does it come from?

Anyone is likely to experience stress at one point in their lives. It can come from daily tasks of life such as work, family, school, relationships, and many other things. Stress does not mean one is weak and is completely normal. It is just necessary to learn to control this stress before it controls you.



Methods to Manage Stress

-
- Go on a walk
 - Listen to music
 - Relax in the bath or bed
 - Do some deep breathing
 - Get a planner to better manage the activities that are stressing one out
 - Join a yoga class
 - Get a therapist or just talk to your friends about what is going on
 - Get on medication for anxiety if your therapist thinks that is what is best for you

What is time management?

Definition: the ability to use one's time efficiently or productively



Time Management Skills

- Identify time-wasters
- Get and stay organized
- Create to-do lists
- Prioritize

Identify Time-Wasters



-
- Social Media
 - Surfing the Internet
 - Procrastination
 - Saying Yes
 - Poor Organization



Get and Stay Organized

01

GIVE
EVERYTHING A
HOME

02

KEEP A TIDY
WORKSPACE

03

USE A PLANNER

Create To-Do Lists



-
- Write down tasks as soon as you think of them
 - Make more than one list
 - Limit your tasks to 3 to 5 a day



Prioritize



IDENTIFY WHAT IS THE MOST
IMPORTANT



CONSIDER HOW LONG THE
TASK WILL TAKE



CONSIDER THE AMOUNT OF
EFFORT THE TASK WILL
REQUIRE