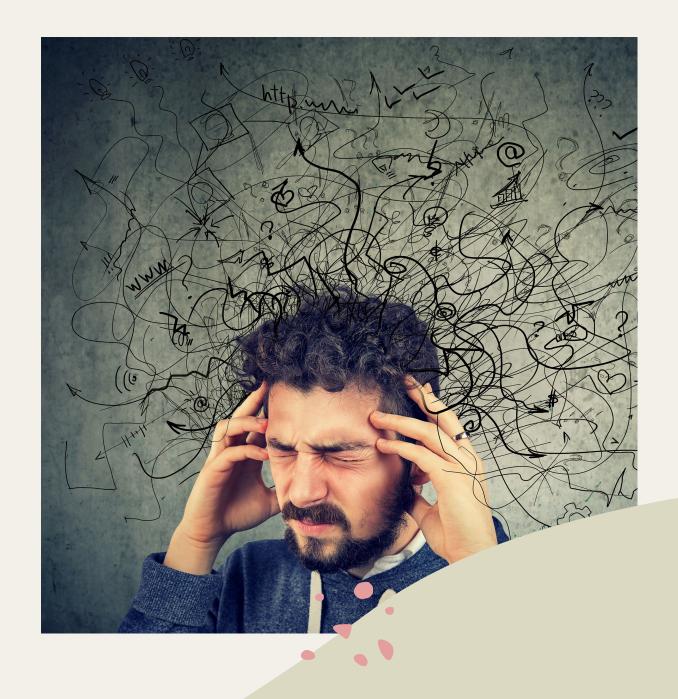
Stress and Time Management

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#### 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



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## 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

GIVE EVERYTHING A HOME

01

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