



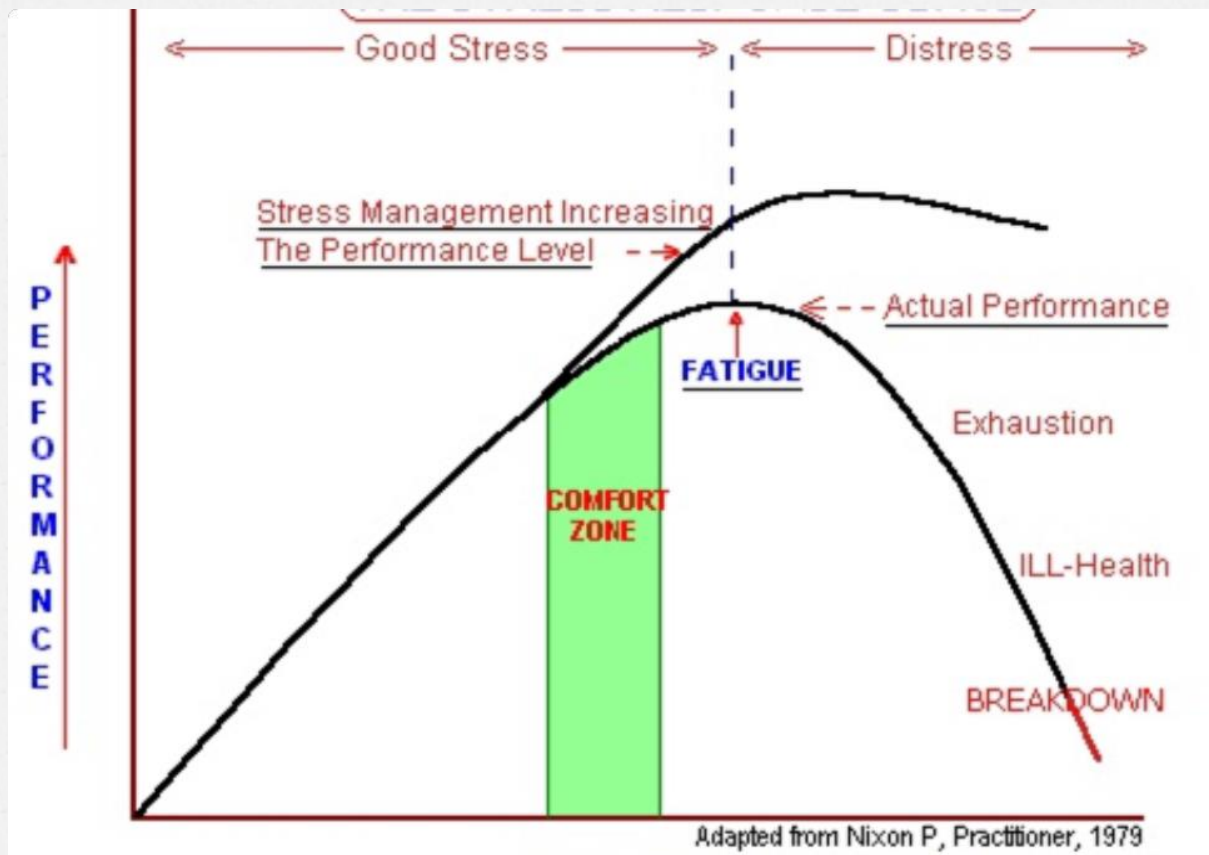
# Stress and Time Management

EIU Counseling Center

# Did you know...

- o Stress is necessary to live.
  - o Too little stress and we are not motivated to act.
  - o Too much stress and performance becomes sloppy.
- o Stress is a driving force to act.
- o It serves as an motivation for action.

# Stress vs. Performance





# Three Causes of Stress

1. Change in life has an unsettling effect.
2. We are feeling challenged or threatened by an outside force.
3. We experience a loss of personal control.



# Causes of Stress Cont.

## o Environmental

- o Sound
- o Pollution
- o Work (too much, too little, unclear responsibilities)
- o Others expectations
- o Change (job, home)
- o Loss of Relationship/Person
- o Health of Others (parents, significant others, children)

## o Personal

- o Lack of Health/Exercise
- o Poor Self- Concept
- o High Standards/Expectations of Self
- o Low Self-Esteem
- o Lack of Interpersonal Skills
- o Lack of Norms/Knowledge of Others
- o Lack of Coping Skills

# Health Realization Model

- o Mills (1995)
- o One feels stress when he or she perceives the demands of a situation negatively.
- o Solution?
  - o Realize that you are in a downward spiral of negativity.
  - o Try to reframe the situation in a positive light.
  - o Examples??



# Time Management

- o Planning ahead and setting time aside for specific goals and activities.
- o To manage time better, one must manage themselves (stress management).



# Organization



Try not to be this guy

- o Make a schedule and follow by it.
- o Find a quiet area to work.
- o Clear away any distractions.
  - o Silence cell phones
  - o Turn off the television
  - o Remain goal-motivated (easier said than done?)



# A-B-C Model

- o Everyone take out a piece of paper.
- o Make three columns.
  - o A column= urgent and important
  - o B column= not urgent, but still important
  - o C column= not urgent or important
- o Examples??

# Handout

- o Positive and Negative ways of coping with stress.
- o Circle what ways work for you and write down other (positive) ways you can handle stress.
- o Keep close to your desk and when you feel stressed, use one or two of the coping strategies.

# How to Help Your Residents

- o Know the resources available to students on campus (Counseling Center, HERC, Student Success Center, Health Services, etc.)
- o Organize tutor/study groups on your floor
- o Stay organized yourself to better help your residents
- o Set semester goals and regularly check in with them to see how they are reaching their goals