



Happiness and Wellbeing Centre Paro College of Education Time Management and Stress Management



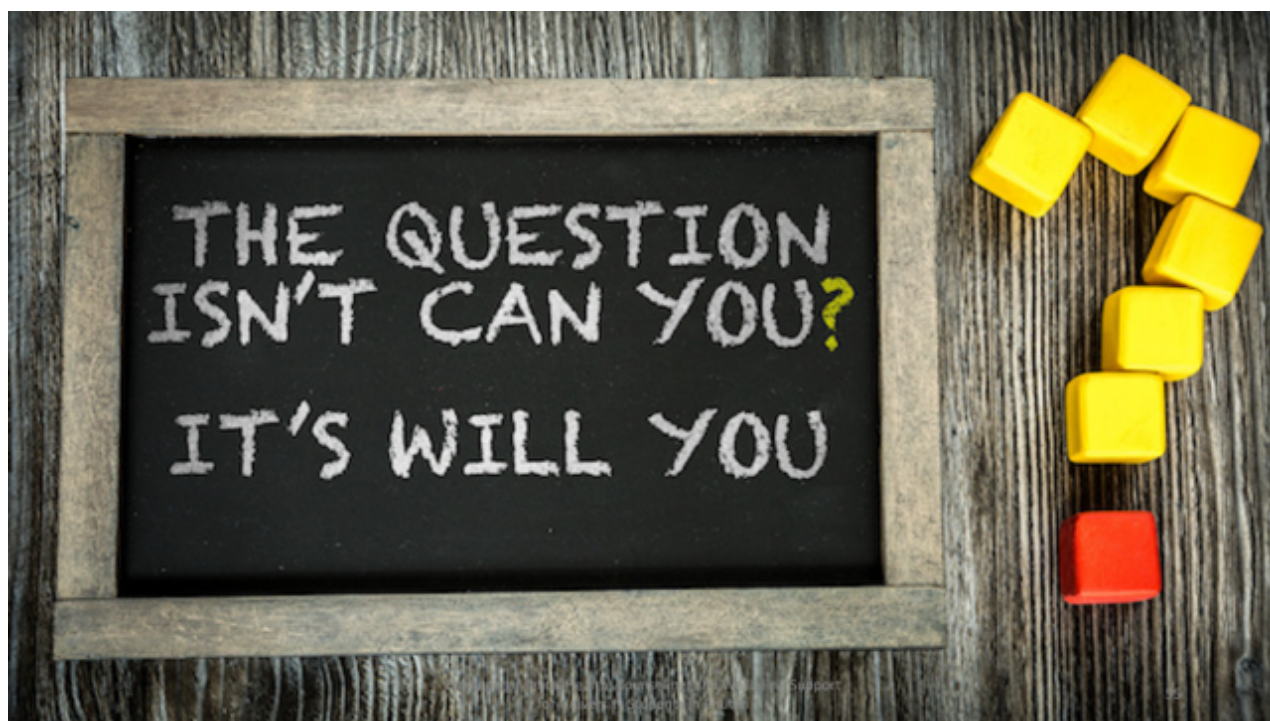
Time Management

What is time management?

“*Time management*” refers to the way that you organize and plan how long you spend on specific activities.

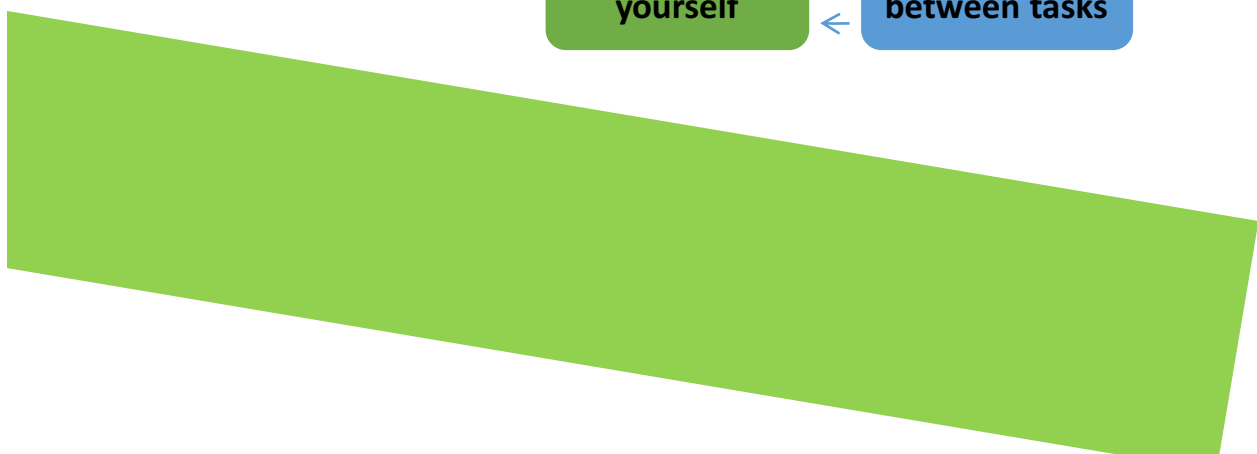
Why Time Management?

- You keep track of all tasks
- You learn to assess yourself realistically
- You avoid becoming pressed for time
- You avoid unnecessary stress
- You create a balance between study and free time



How?

<ul style="list-style-type: none"> • Set Goals- Goals give you a vision, focus and destination to work towards 	<ul style="list-style-type: none"> • Prioritize: Why am I doing this task or activity? How does this task help me achieve my goals?
<ul style="list-style-type: none"> • Keep a Task List-is a reminder system that tells you when you need to do what 	<ul style="list-style-type: none"> • Planning-‘A schedule defends from chaos and whim’.
<ul style="list-style-type: none"> • One Task at a Time: Forget multitasking. 	<ul style="list-style-type: none"> • Minimize Distraction- Look for the distractors
<ul style="list-style-type: none"> • Overcome Procrastination- Learn to say NO to procrastination. 	<ul style="list-style-type: none"> • Delegate Tasks: Assign right task to the right person



Stress Management

What is stress?

Stress is the body's reaction to any change that requires an adjustment or response. The body reacts to these changes with physical, mental and emotional signs.

Signs of Stress

Cognitive symptoms: <ul style="list-style-type: none">• Memory problems• Inability to concentrate• Poor judgment• Seeing only the negative• Anxious or racing thoughts• Constant worrying	Emotional symptoms: <ul style="list-style-type: none">• Depression or general unhappiness• Anxiety and agitation• Moodiness, irritability, or anger• Feeling overwhelmed• Loneliness and isolation
Physical symptoms: <ul style="list-style-type: none">• Aches and pains• Diarrhea or constipation• Nausea, dizziness• Chest pain, rapid heart rate• Loss of sex drive• Frequent colds or flu	Behavioral symptoms: <ul style="list-style-type: none">• Eating more or less• Sleeping too much or too little• Withdrawing from others• Procrastinating or neglecting responsibilities• Using alcohol, cigarettes, or drugs to relax• Nervous habits (e.g. nail biting, pacing)

How to Manage Stress?

1. **Accept** that there are events that you cannot control.
2. **Be assertive** instead of aggressive. Assert your feelings, opinions, or beliefs instead of becoming angry, defensive, or passive.
3. Learn and practice **relaxation techniques**; try meditation, yoga, or tai-chi for stress management.
4. **Exercise** regularly. Your body can fight stress better when it is fit.
5. **Eat healthy**, well-balanced meals.
6. **Make time** for hobbies, interests, and relaxation.
7. Get enough **rest and sleep**. Your body needs time to recover from stressful events.
8. Don't rely on **alcohol, drugs**, or compulsive behaviors to reduce stress

