Stress and Time Management

You will always find time for what is most important in your life

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So many hats, so little time

Student

Friend

Spouse

Son/daughter

Chair of a brownie-baking club

GA
Practical exercise: a to do list

• Create a to do list
<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>Crisis, Deadlines, Pressing Issues</td>
<td>Relationship building, Personal development, Planning &amp; preparation</td>
</tr>
<tr>
<td></td>
<td><strong>Do it</strong></td>
<td><strong>Plan to do it</strong></td>
</tr>
<tr>
<td>Not important</td>
<td>Interruptions, Many popular activities</td>
<td>TV, Time wasters</td>
</tr>
<tr>
<td></td>
<td><strong>Delegate it</strong></td>
<td><strong>Drop it</strong></td>
</tr>
</tbody>
</table>
Manage your time to reduce your stress!

- Productivity = Output / Input
- You have 0 control over the stressors, yet we have 100% control over response.
- What do highly productive people do?
10 ways for better time management and less stress

1. Trash perfectionism
2. Beat procrastination
3. Set priorities
4. Work backwards
5. Keep a time log
6. Learn to say no
7. Use time saving techniques
8. Find creative solutions
9. Multitasking vs multi-focusing
10. Work in intervals
1. Trash perfectionism

• Unrealistic expectations
• Pursue excellence not perfection
• Strive for success
• Don’t stress over what is beyond your control.
• Solution: set realistic and reachable goals
2. Beat procrastination

Procrastination is a habit

Ideally:

How much stuff you have to do.

How much you procrastinate.

In reality:

How much stuff you have to do.

How much you procrastinate.

Procrastination $\propto \frac{1}{\text{How much stuff you have to do}}$

Procrastination $\propto \text{How much stuff you have to do}$
2. Beat procrastination

• Do the worst tasks first and reward yourself

• What makes you put off the task? Fear?

• Identify & eliminate your distracters: FB, checking news, watching all football games of the season
3. Set priorities

- Identify your priorities
- Plan around priorities
- Set boundaries
- Explain why

‘You might have a hundred things coming at me but only ten are truly important.’
4. Work backwards

- Goals to milestones to tasks
  Marathon in Oct
  Run half-marathon in Sept
  Start a running routine on Friday
5. Keep a time log

• What’s opposite to procrastination?
• How much you are working on high priority tasks?
• Are you working on low priority tasks?
• Identify your own ‘rituals’
• Streamline: email, news

Time: use it or lose it...
6. Learn to say no

7. Use time saving techniques: skimming and power reading

8. Find creative solutions: pool resources, hire someone, use technology
9. Multifocusing

STRESS & PRESSURE
9. Multitasking
10. Work in intervals
10. Work in 60 to 90 minute intervals
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But...

...what if I am still stressed??!!!
Coping strategies with STRESS

**Unhealthy**
- Smoking
- Drinking alcohol
- Overeating
- Using drugs
- Withdrawing
- Blaming

**Healthy**
- Exercising
- Relaxing
- Practicing good nutrition
- Doing recreational activities
- Managing your time well
- Getting advice from experts
Exercising

Archbold & other SU gyms
Late Night at the Gym
Tennis, Ice Skating, Swimming
Healthy Mondays: Mo & Fri
Try out a new sport this semester!

http://recreationservices.syr.edu
Relaxing

• Yoga classes @ Late night at the Gym
• Meditation & Music @ Hendricks
• Meditation program @ SU counseling center
• Free massages on the Quad
• Take a bath!

"Just work till midnight, you need to relax too"
Recreation

- Slutzker Center: Orangue Dialogue for Peace international.syr.edu
- GSA/GSO events
- Gym events: rafting, skiing, fun runs
- Finger Lakes, Thousand Islands
Nutrition & sleep

• Increase intake of fruits & veggies, decrease intake of caffeine and sugar, drink water!
• Keep a regular sleep/wake schedule

• Farmers market
• Syracuse COOP
Getting advice from experts

- ESF Office of Student Wellness and Support
  Heather Rice wellness@esf.edu
- SU Counseling Center
- SU Psychological Services
- 24-hour National Graduate Student Crisis Line (1-800-GRAD-HLP)
• Thank you for your attention!

• Contact: Anna Ebers aebers@syr.edu