

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

Spouse

Friend

Chair of a
brownie -
baking club

Son/daughter

GA



Practical exercise: a to do list

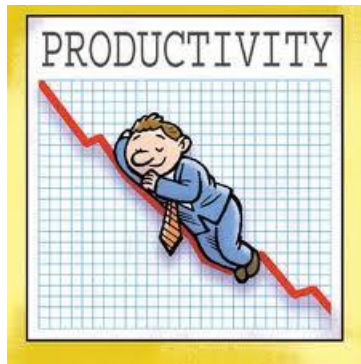
- Create a to do list



Urgent vs important

	Urgent	Not Urgent
Important	<p>Crisis Deadlines Pressing Issues</p> <p>Do it</p>	<p>Relationship building Personal development Planning & preparation</p> <p>Plan to do it</p>
Not important	<p>Interruptions Many popular activities</p> <p>Delegate it</p>	<p>TV Time wasters</p> <p>Drop it</p>

Manage your time to reduce your stress!



$$= \frac{0}{\text{Gazzilion}}$$

- 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

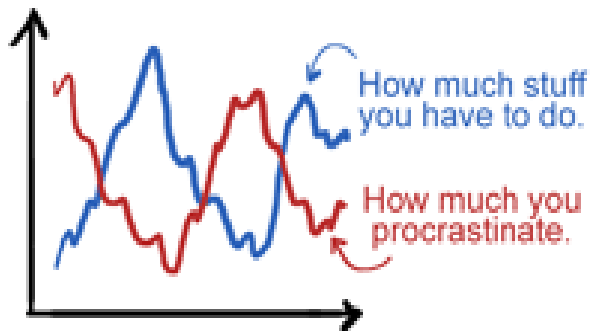
- Unrealistic expectations
- Pursue excellence not perfection
- Strive for success
- Don't stress over what is beyond your control.
- Solution: set realistic and reachable goals



2. Beat procrastination

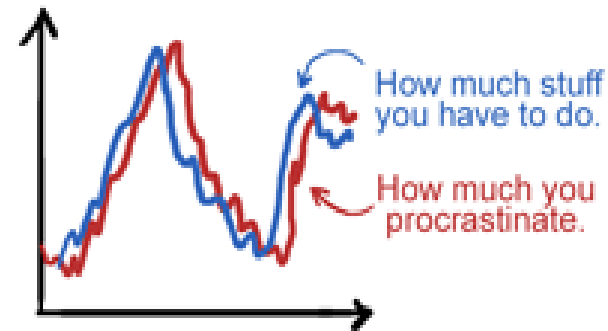
Procrastination is a habit

Ideally:



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

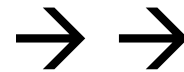
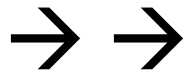
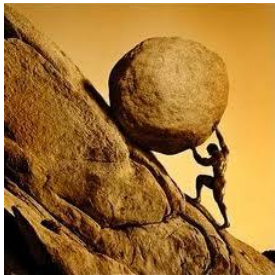
In reality:



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

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

Savage Chickens

by Doug Savage



www.savagechickens.com

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

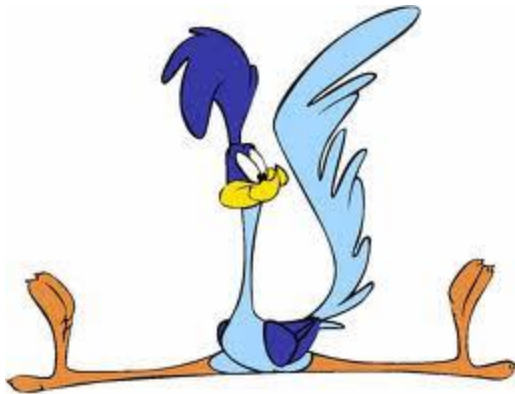
4. Work backwards

- 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...

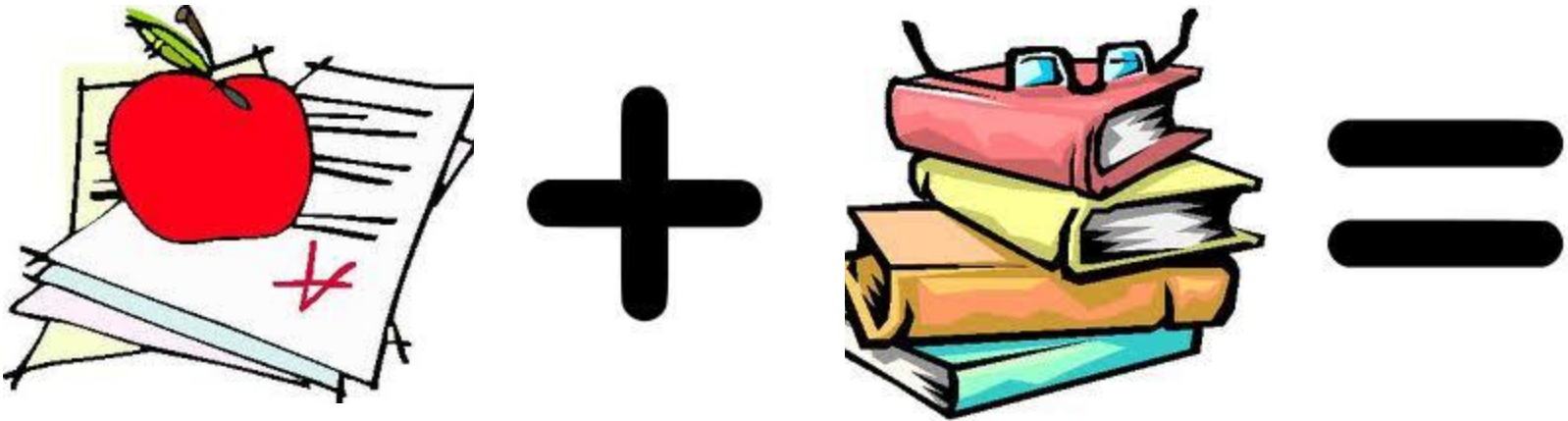
6. Learn to say no

7. Use time saving techniques: skimming and power reading

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



9. Multifocusing

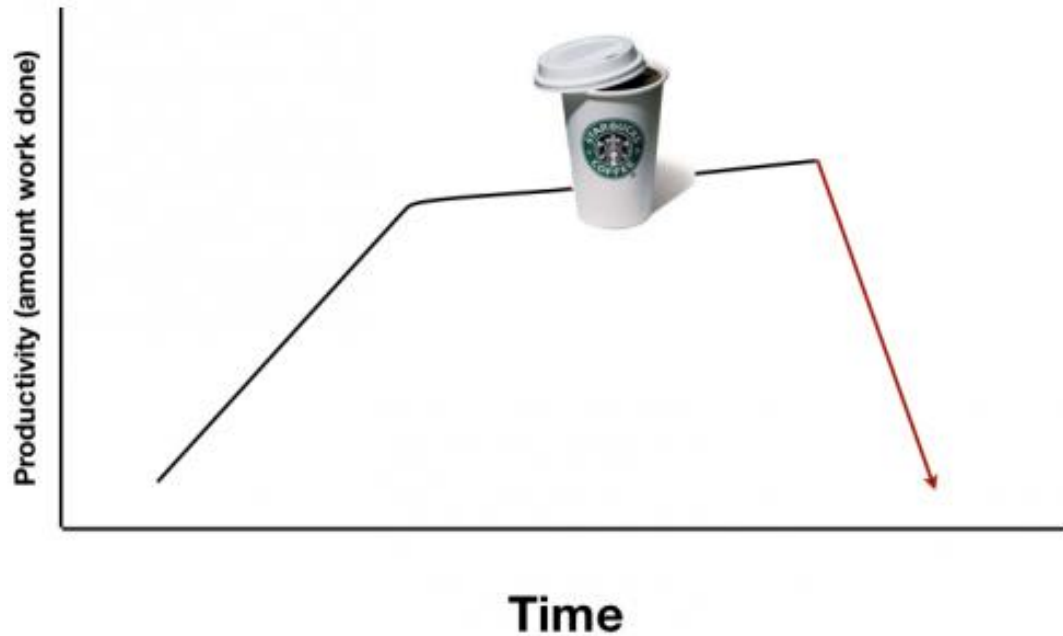


STRESS & PRESSURE

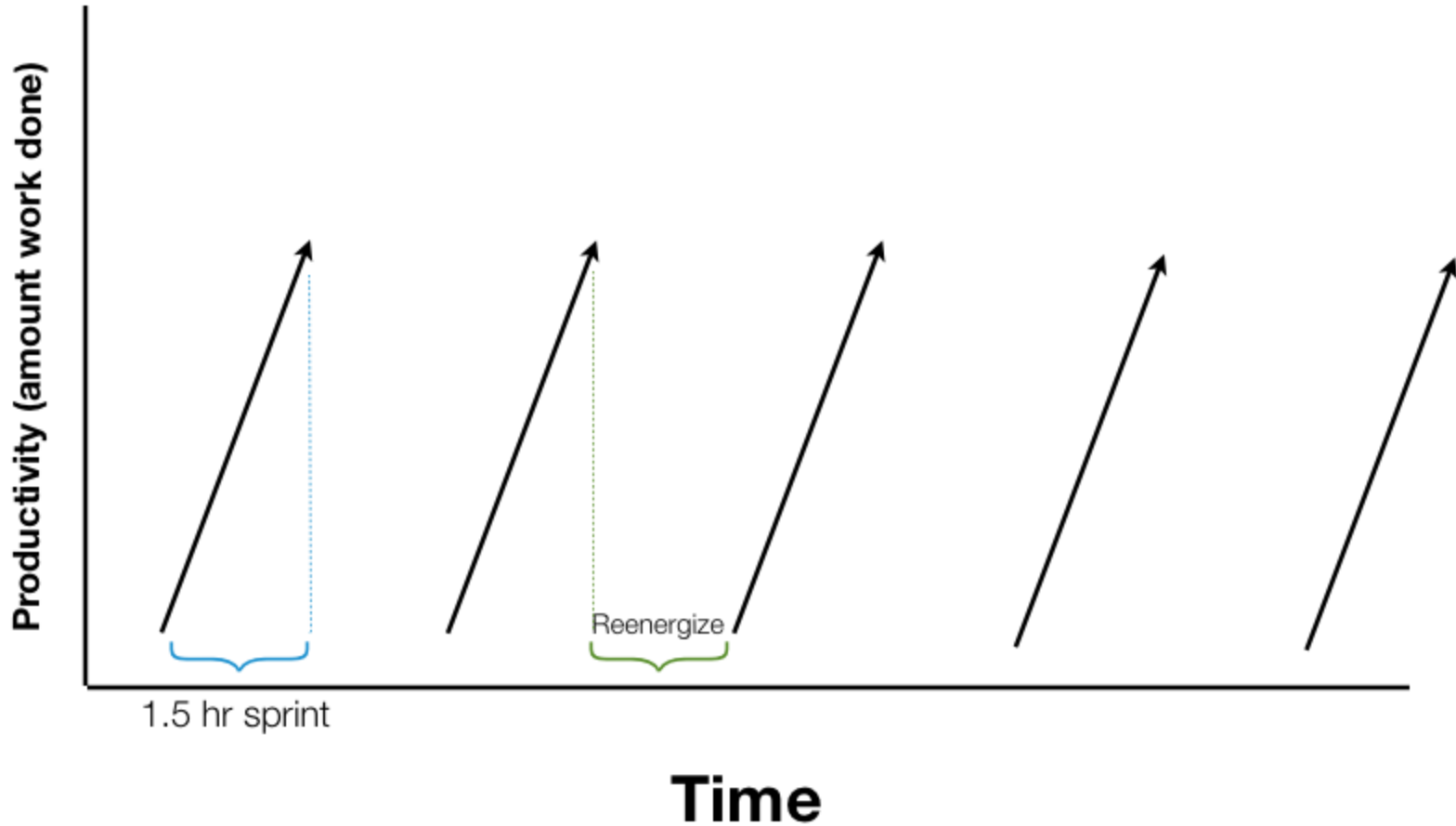
9. Multitasking



10. Work in intervals



10. Work in 60 to 90 minute intervals

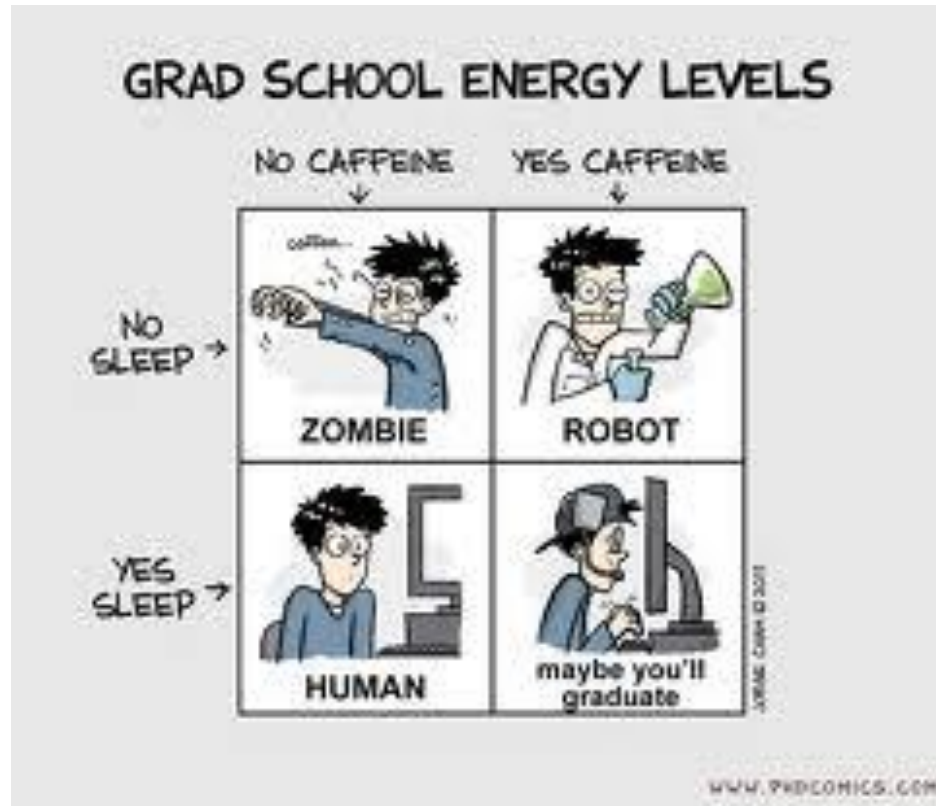


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But...

...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://recreationervices.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: Oranguge 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