Stress & Time Management

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Personal Counsellor (FEAS)
Outline

① Stress management
② Time Management
③ Resources (Academic & Mental Health)
④ Questions
Stress & Performance

- Optimal Performance
- Increased Attention/Interest
- Boredom/Depression
- Strong Anxiety
- Complete Meltdown

Performance vs. Stress Severity & Duration
Stress: Internal & External Causes

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
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<tbody>
<tr>
<td>Major life changes (both good and bad)</td>
<td>Difficulty accepting uncertainty</td>
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<tr>
<td>Demands of school &amp; work</td>
<td>Excessive need for control</td>
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<tr>
<td>Relationship difficulties</td>
<td>Negative self talk</td>
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<tr>
<td>Financial problems</td>
<td>Perfectionism</td>
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<tr>
<td>Illness</td>
<td>Lack of assertiveness</td>
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<tr>
<td>Death</td>
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Symptoms of Stress

Cognitive Symptoms:
- Memory problems
- Difficulty concentrating
- Racing thoughts & worrying
- Poor judgment

Emotional Symptoms:
- Mood instability
- Irritability/short temper
- Loneliness
- Depression

Physical Symptoms:
- Aches & pains
- Nausea & dizziness
- Chest pain
- Rapid heartbeat
- Frequent colds/illness

Behavioural Symptoms:
- Procrastinating
- Sleeping too much or too little
- Isolating yourself
- Drug & alcohol use
Managing Stress

① Cope temporarily
② Eliminate stressors
③ Build resiliency
1. Cope Temporarily: What the Navy Seals Know

① Goal Setting
② Visualization
③ Self Talk
④ Arousal Modulation
Self Talk

- Bring awareness to thoughts we are having

- Then ask:
  - Do I know that this belief is 100% true?
  - What do I know that contradicts this thought?
  - What would someone else say about this situation?
  - What advice would I give someone else?
  - What’s the bigger picture (helicopter view)?
Arousal Modulation

- Breathe in
- 4 Seconds
- Hold
- 4 Seconds
- Hold
- 4 Seconds
- Breathe out
- 4 Seconds
Time Management

- Time management is not a way to make you work harder or longer, rather a means to help you work smarter to accomplish your work more easily and effectively.

- 15 minutes of planning saves an hour in execution
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<td>Breakfast</td>
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<td>8:30</td>
<td></td>
<td>ENPH 495</td>
<td>Breakfast</td>
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<tr>
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<td>ENPH 453</td>
<td>Review Notes before class</td>
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<td>ENPH 453</td>
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<td>Leisure/Assi</td>
<td>Light Review or</td>
<td>Light Review or</td>
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Covey’s Four Quadrants for Time Management

- Quadrant I: Urgent and Important
  - Crisis
  - Pressing Issues
  - Deadlines
  - Meetings

- Quadrant II: Not Urgent but Important
  - Preparation
  - Planning
  - Prevention
  - Relationship building
  - Personal Development

- Quadrant III: Urgent but Not Important
  - Interruptions
  - Some mail
  - Many popular activities

- Quadrant IV: Not Urgent and Not Important
  - Trivia
  - Some phone calls
  - Excessive TV/Games
  - Time wasters
Tips to Manage Procrastination

- Begin the day with a difficult (readily avoided) task
- Commit to 5 minutes
- Spend time and study with motivated people
- Reward yourself
- Practice activities that are restorative
- Procrastinate
Perfectionism

1. Let go of the idea that your worth is determined by your achievements or grades
2. Recognize perfectionistic thinking styles
3. Stop magnifying the importance of small errors
4. Cultivate more pleasure & recreation in your life
Mistakes

- An entry point for learning

- Focus on what was in your control when you made the mistake (effort, preparation, planning etc.)

- If you aren’t failing, you aren’t trying hard enough

SOMETIMES
YOU WIN
SOMETIMES
YOU learn
Resources

- Douglas Tutorials
- EngLinks
- Learning Strategies 613-533-6315
- Accessibility Services 613-533-6467
- Residence Life Coordinator 613-533-3155
- Counselling Services 613-533-6000 ext. 78264
- Health Services 613-533-2506
- Engineering Wellness Center (Jackson Hall room 208)

- Sexual Violence Coordinator (Barb Lotan) 613-533-6330
- Addiction & Mental Health Services Kingston 613-544-1356
- University Chaplain 613-533-2186

To make an appointment with me:

Call: 613-533-3447

Email: engineering.counsellor@queensu.ca

Beamish-Munro room 300
Enjoy the rest of your day!