



# Time/Stress Management



# Time Management

# Time Management



# Time Management

**“Time management”** can be defined as a person’s ability to keep things balanced in their life. It involves the setting of realistic expectations, a willingness to say “no” and a healthy perspective for the short-term horizon.



# Time Management

**“Time management”** can be defined as a person’s ability to keep things balanced in their life. It involves the setting of realistic expectations, a willingness to say “no” and a healthy perspective for the short-term horizon.

**Time management requires both discipline and flexibility.** In a nutshell, time management could be described as a person’s willingness and ability to prioritize things that are most important.



# Time Management

# Time Management

- **Use time effectively**

Know what needs to be done by creating goals, the activities need to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.

# Time Management

- **Use time effectively**  
Know what needs to be done by creating goals, the activities need to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.
- **Learn to say no**  
Choose the activities that are the most important to you.



# Time Management

- **Use time effectively**

Know what needs to be done by creating goals, the activities need to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.

- **Learn to say no**

Choose the activities that are the most important to you.

- **Learn to schedule your time**

Use a monthly and weekly calendar. Write down all of your activities, appointments, classes, study, time, assignments and fun time. Study time is calculated by how many hours you are in a class times 2 or 3 hours of study.

# Time Management

- **Use time effectively**

Know what needs to be done by creating goals, the activities need to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.

- **Learn to say no**

Choose the activities that are the most important to you.

- **Learn to schedule your time**

Use a monthly and weekly calendar. Write down all of your activities, appointments, classes, study, time, assignments and fun time. Study time is calculated by how many hours you are in a class times 2 or 3 hours of study.

*Example: 3 credit hour class x3 = 9hours of minumum study for one class. Have a daily “to do” list and make sure it is prioritized.*

# Time Management

- **Use time effectively**

Know what needs to be done by creating goals, the activities need to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.

- **Learn to say no**

Choose the activities that are the most important to you.

- **Learn to schedule your time**

Use a monthly and weekly calendar. Write down all of your activities, appointments, classes, study, time, assignments and fun time. Study time is calculated by how many hours you are in a class times 2 or 3 hours of study.

*Example: 3 credit hour class x3 = 9hours of minumum study for one class. Have a daily “to do” list and make sure it is prioritized.*

- **Be careful not to overschedule your day**

# Time Management

# Time Management



# Time Management

## Overcoming Procrastination



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar





# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized
- Use the services on campus such as Math and English labs, Library, etc.



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized
- Use the services on campus such as Math and English labs, Library, etc.
- Make a game of it



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized
- Use the services on campus such as Math and English labs, Library, etc.
- Make a game of it
- Divide large tasks into smaller ones



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized
- Use the services on campus such as Math and English labs, Library, etc.
- Make a game of it
- Divide large tasks into smaller ones
- Have an accountability partner



# Time Management

## Overcoming Procrastination

- Decide on a time management system and use it for one month
- Set deadlines and put them on your calendar
- Be organized
- Use the services on campus such as Math and English labs, Library, etc.
- Make a game of it
- Divide large tasks into smaller ones
- Have an accountability partner
- Rewarding yourself for completing a task



# Stress Management

# Stress Management





# Stress Management

- **Test Anxiety**



# Stress Management

- **Test Anxiety**

Test anxiety is a type of fear that may cause students to experience physical and mental side effects. Although a small amount of anxiety can be helpful by providing alertness and readiness, too much anxiety can create problems.



# Stress Management

# Stress Management



# Stress Management

- **The Causes**



# Stress Management

- **The Causes**

Lack of preparation because of cramming the night before



# Stress Management

- **The Causes**

Lack of preparation because of cramming the night before  
Poor study habits



# Stress Management

- **The Causes**

Lack of preparation because of cramming the night before  
Poor study habits  
Stressed over past performances on tests





# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
- Poor study habits
- Stressed over past performances on tests
- Negative consequences of being a failure
- Worried how other students are doing



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach

- **The Effects**



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach

- **The Effects**

- Going blank on test questions and remembering the correct answers as soon as you leave the exam room.



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach

- **The Effects**

- Going blank on test questions and remembering the correct answers as soon as you leave the exam room.
  - Doing poorly on a test even when you are prepared.



# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach

- **The Effects**

- Going blank on test questions and remembering the correct answers as soon as you leave the exam room.
  - Doing poorly on a test even when you are prepared.
  - Having difficulty reading and understanding test questions





# Stress Management

- **The Causes**

- Lack of preparation because of cramming the night before
  - Poor study habits
  - Stressed over past performances on tests
  - Negative consequences of being a failure
  - Worried how other students are doing

- **The Physical Signs**

- Perspiration, fast & shallow breathing, dry mouth, tense muscles, sweaty palms, rapid heart beat, headache, upset stomach

- **The Effects**

- Going blank on test questions and remembering the correct answers as soon as you leave the exam room.
  - Doing poorly on a test even when you are prepared.
  - Having difficulty reading and understanding test questions
  - Having difficulty organizing your thoughts.



# Stress Management

# Stress Management



# Stress Management

Ways to **Reduce the Anxiety**



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.





# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*
- **Prepare for your morning routine** the night before or **leave work a little earlier** than normal to avoid last minute interferences.





# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*
- **Prepare for your morning routine** the night before or **leave work a little earlier** than normal to avoid last minute interferences.
- **Do not panic over questions you cannot answer.** Go to the next question, you may remember the answer later.



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*
- **Prepare for your morning routine** the night before or **leave work a little earlier** than normal to avoid last minute interferences.
- **Do not panic over questions you cannot answer.** Go to the next question, you may remember the answer later.

# Breathe



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*
- **Prepare for your morning routine** the night before or **leave work a little earlier** than normal to avoid last minute interferences.
- **Do not panic over questions you cannot answer.** Go to the next question, you may remember the answer later.

# Breathe and



# Stress Management

## Ways to Reduce the Anxiety

- **Keep everything in perspective.**  
**This is a test, just a test.** It does not reflect who you are nor does it make you a good or bad person!
- **Embrace the anxiety.**  
Do not fight it and become frustrated, but use it to give you energy.
- Prepare for the test by having good study habits. **Cramming for a test is a major cause of test anxiety.**
- **Relax** before bed time and get plenty of **sleep** the night before the exam.
- **Exercise** is a good way to reduce stress but **do not overdo it.**
- Make sure you **eat nutritious choices** the day before and of the exam.
- **Avoid a massive intake of caffeine**
- **Avoid arriving too early or too late.**
- **Avoid listening to others before the exam.** *Their anxiety may rub off on you.*
- **Avoid negative thoughts!** *While you are breathing, think positive, encouraging thoughts.*
- **Avoid last minute studying.** *Remember: You are prepared.*
- **Prepare for your morning routine** the night before or **leave work a little earlier** than normal to avoid last minute interferences.
- **Do not panic over questions you cannot answer.** Go to the next question, you may remember the answer later.

# Breathe and Relax



# Time/Stress Management Quiz

- What two things does Time Management require?
- Name 3 ways to prevent procrastinating.
- When can anxiety be good for you?