Time and stress management

Welcome 😊
Stress

The body’s natural response to perceived threats

Fight, flight or freeze

A good thing!
Redefine what stresses you

• Make it a challenge – not a threat
• Something you want to handle – not avoid
• Triggers fight – not flight or freeze
• Tell yourself stress is a natural and positive reaction
The diagram illustrates the concept of flow, which occurs at the intersection of high challenge and high resources. It contrasts with anxiety, worry, arousal, control, relaxation, and boredom at other points on the graph.
Coping Strategies

- Social/Emotional support
- Escape/Avoidance/Denial
- Exercise / Relaxing
- Planning/Time management
Mindfulness – attention training

• 5-15 minutes every day
• Same time every day
Planning tools

• Semester plan
• Monthly plan
• Weekly plan
• Daily plan
• Time log
# Time log

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:30</td>
<td>Got up</td>
<td></td>
</tr>
<tr>
<td>09:00</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td>Studying</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>13:30</td>
<td>Project work</td>
<td></td>
</tr>
</tbody>
</table>
Studying is a marathon – not a sprint!

- Ordinary workday
- Keep focus while at work
- Good day’s work – good conscience
- Leave the work behind when going home
- Separate work/spare time – find a balance
- Call it a day even when in flow
Energy balance
Energy

Feeling tired

Reducing the amount of joyful activities

Drains energy
Energy

• What gives you energy?
• What drains you of energy?
Quality breaks

What do you do when taking breaks?
Good/bad breaks?

• Leave your workspace
• Fresh air – sunlight
• Activity
• Socialize/Alone time
• Not study related – talk about other stuff!
• Time limited – Longer lunch breaks
Procrastination

Procrastination – chronic voluntary delay of an intended course of action despite expecting to be worse off because of the delay

This does not include when delaying the task is not harmful for you
Procrastination

• Identify when it happens
• Bring back the attention at the task at hand
• Make the choice to work on the task
• Work for 5 minutes – then decide to continue or not
• Count down from 3
Imposter Syndrome
Imposter Syndrome

• Feels like an imposter
• Don’t belong in this role
• Tricked the system
• Something has gone wrong
• Just a matter of time before one is revealed
All these people really seem to have it together, and I still have no idea what’s going on.
Imposter Syndrome

Outside the comfort zone
Constantly challenged
Knowledge and skilled are tested
Faced with ones limitations

Everyone feels like this from time to time
Talk about it - support each other!
Motivation

- Internal/External
- WANT to vs HAVE to
- Why?
- Rewards
SELF DISCIPLINE
(TAKING ACTION!)

MOTIVATION

RESULTS
SMART goals

• Specific
• Measurable
• Attractive
• Realistic
• Time bound
Thank you for attending!