

# Time and Stress Management Workshop



 **Mentimeter**

[www.menti.com](https://www.menti.com)

CODE: 12 44 26 7

By: CBGSA with Grad Mentoring center

# OVERVIEW

- Setting goals
  - SMARTER goals
  - Determining your priority
- Time management
  - Prioritizing your tasks
  - Scheduling your time
- Stress
  - Types of stress
  - Techniques to manage stress

# Goals

## WHY YOU SHOULD SET GOALS

- Clarify what you want to achieve
- Focus on what you need
- Achieve better results
- Determine what you value as important

# Priorities

Priorities are the things you put the most focus and energy on. Everyone has different priorities!

Examples:

- Get a degree
- Maintain a good relationship with my supervisor
- Have great work ethics
- Be happy/Have little stress
- Be the best partner to my significant other/friends
- Be fit/athletic
- Be creative
- Be a good person!

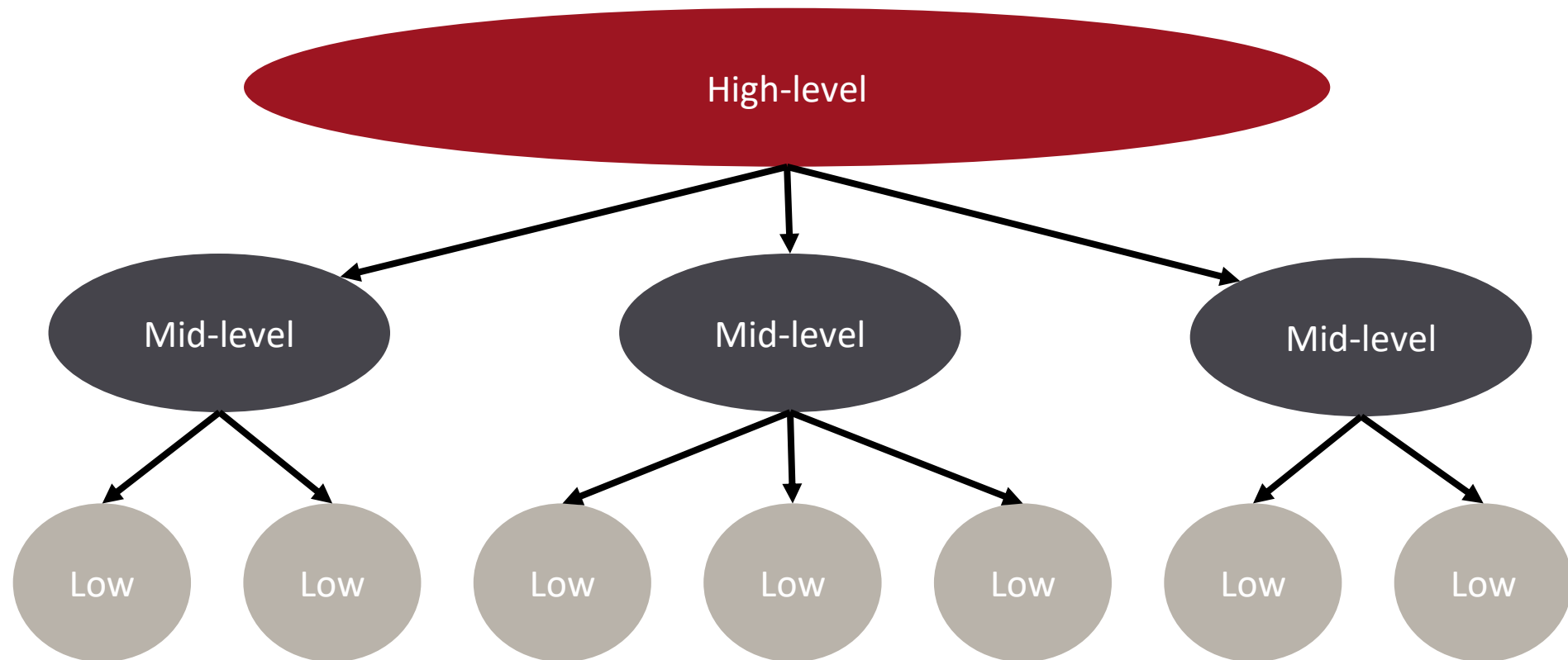
## **Menti question:**

What is one thing you wish to prioritize but have been neglecting?

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# SETTING GOALS



# SETTING GOALS

## Specific

- Try and make your goal as precise and defined as possible

## Measurable

- Establish a criteria to measure your progress
- How will you know when you are on your way?

## Accountable

- Determine a person who will help you and keep you responsible for your goals

## Reachable

- Set reachable goals that you will be able to attain (high expectations are good)
- Set small goals toward bigger goals

## Time specific

- Create a timeline
- Having an end time will help you stay accountable to your goals

# SMARTIFY YOUR GOALS

## Menti questions

How would you make the following goal SMARTER?

Goal: Have a first author paper

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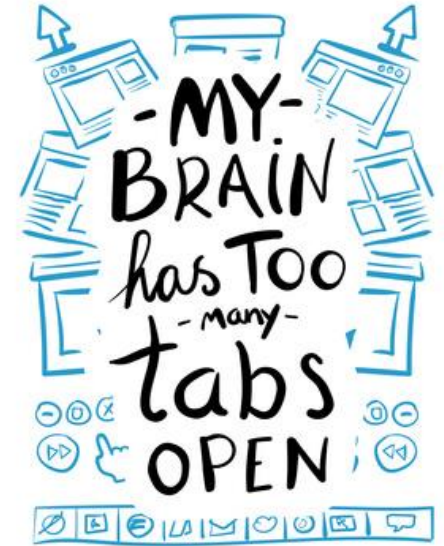




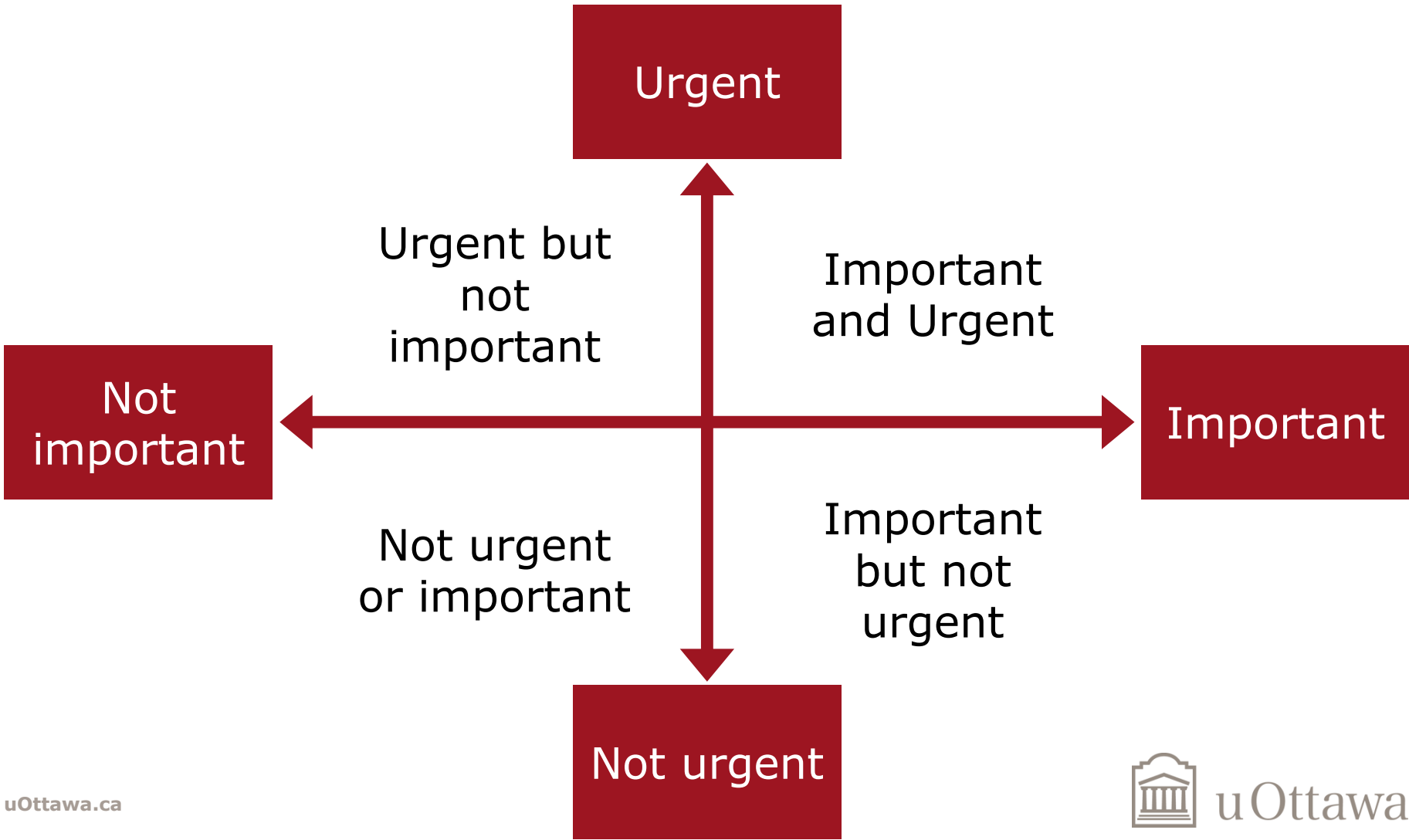
# Time Management

## WHY SHOULD YOU MANAGE YOUR TIME?

- Clarify the goals you want to achieve
- Focus on the essentials
- Achieve better results
- **Decrease your level of stress**
- **Create a better study-work-life balance**



# PRIORITIZE YOUR TASKS



# PRIORITIZE

## Menti question

Rate all of the following tasks as  
1 (Not important) to 5 (important)

- exercise/meditate
- spend time with family
- a 12th scope experiment
- play with my cats
- study for an exam
- hang out with my lab mates
- grade lab reports/prep DGD
- book a doctor's appointment
- read papers

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## TIME MANAGEMENT - TIPS AND POINTERS

- Understand how you spend your time and your daily routine
- Set a time for yourself to plan out your week or day
- Chose a calendar/planner of choice
  - Daily? Weekly? Monthly?
  - Electronic? Hand written?
  - <https://www.calendarpedia.com/>
- Use your planner for *everything*
- Continuously consult your calendar and be flexible
- Give yourself buffer time between tasks
- **Consistency and routine is key!**



# Fill out your schedule

## 1. Schedule inflexible items first

- Classes, TA commitments, group meeting, supervisor meeting
- Appointments
- Personal obligations
- Deadlines - make them obvious!

## 1. Break up your time to complete the tasks and goals you need to accomplish for the week.

- This is based on your priorities!
- Be flexible, but realistic

## 1. Review and adjust your schedule daily

- No schedule is perfect
- Life happens - you are human



## Learn to say 'NO'

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent to your goals
- Concentrate on achieving goals



# STRESS



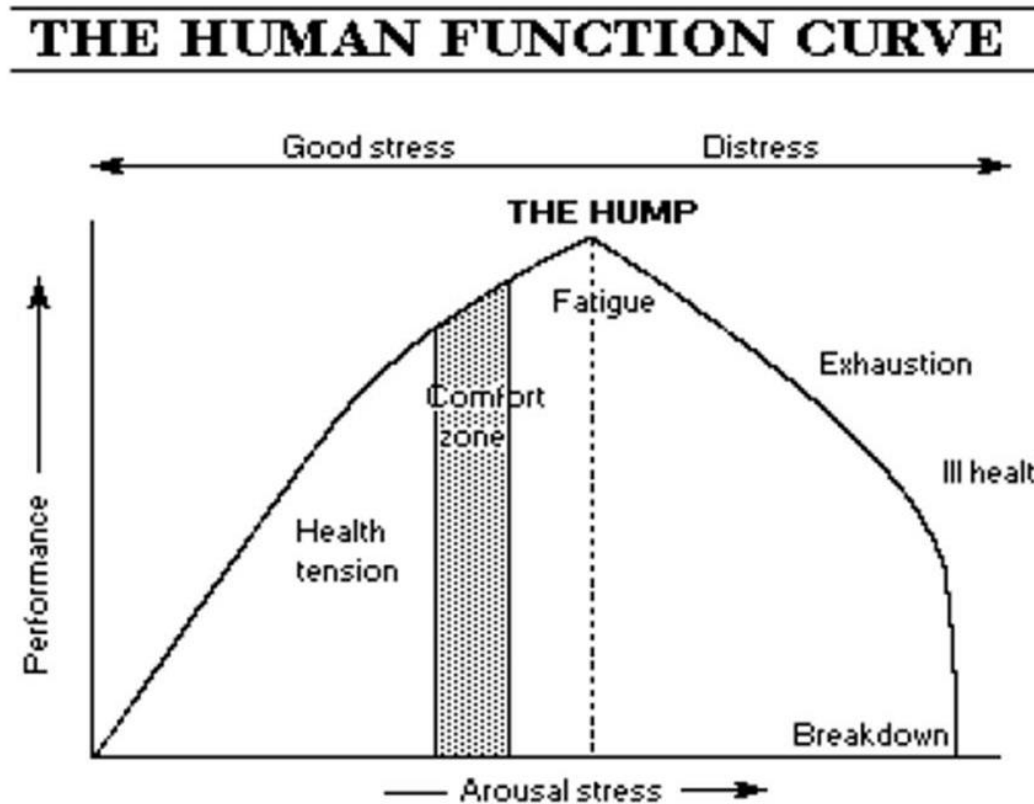
## Stress facts

- o Eustress (good stress) - type of stress we feel when we feel excited
- o Acute stress (from event) – type of stress that comes from quick surprises that need a response
- o Chronic stress (bad stress) – repeated stressors with no “end”



# Stress facts

**Stress has stages - Human function curve** (Nixon PG, 1982)



## Stress facts

### **Body:**

- Headache
- Muscle tension or pain
- Chest pain
- Fatigue
- Change in sex drive
- Stomach upset
- Sleep problems

### **Mood:**

- Anxiety
- Restlessness
- Lack of motivation or focus
- Feeling overwhelmed
- Irritability or anger
- Sadness or depression

### **Behaviour:**

- Overeating or undereating
- Angry outbursts
- Drug or alcohol abuse
- Tobacco use
- Social withdrawal
- Exercising less often

## Stress facts

- Be aware that stress has become a normal part of life.
- Identify the sources of stress in your life.
- Avoid unhealthy coping strategies.
- Develop your own "stress free toolbox".

- Go for a walk
- Spend time in nature
- Call a good friend
- Sweat out tension with a workout
- Write in your journal
- Take a long bath
- Light scented candles
- Savor a warm cup of coffee or tea
- Play with a pet
- Work in your garden
- Get a massage
- Curl up with a good book
- Listen to music
- Watch a comedy

- Smoking
- Using pills or drugs to relax
- Drinking too much
- Withdrawing from friends, family, and activities
- Bingeing on junk or comfort food
- Procrastinating
- Zoning out for hours looking at your phone
- Filling up every minute of the day to avoid facing problems
- Sleeping too much
- Taking out your stress on others



## Technique #1: Categorizing your stressors

Can control

FOCUS ON THESE

An action done by YOU  
will affect the stressor

Cannot control

LET THESE GO

No action you can do that  
will affect the stressor

## Technique #2: The 4 A's

### **Avoid** unnecessary stress

- Learn to say "no"
- Avoid people who stress you out
- Take control of your environment
- Create a to-do list, and follow it

### **Alter** the situation

- Express your feelings
- Be willing to compromise
- Create a balanced schedule

### **Adapt** to the stressor

- Reframe the problems
- Look at the big picture
- Adjust your standards
- Practice gratitude

### **Accept** things you can't change

- Don't try to control the uncontrollable
- Look for the upside
- Learn to forgive
- Share your feelings

## Technique #3: Seek help

### **Student Academic Success Service (SASS)**

- Graduate mentoring center
- Coaching and counseling
- Academic Accommodations

### **Health Service**

- 100 Marie-Curie

### **Close Friends/Co-workers/Supervisor**

### **CBGSA Website:**

[www.uottawacgsa.wordpress.com/mental-health](http://www.uottawacgsa.wordpress.com/mental-health)

**Distress Centre (Ottawa):** (613) 238-3311

**Crisis Hotline:** (613) 722-6914 ou 1-866-966-0991

**Centre d'aide 24/7 (FR service):**

(819) 595-3476

**Good 2 Talk (for university students):**

1-866-925-5454

# Questions?