

SCRIPT – TIME AND STRESS MANAGEMENT

Cover Page – Slide 1

I welcome you all to this session on Time and Stress Management.

You will agree with me, that Coping with our busy schedules everyday can be challenging and stressful at times. The common complaint among people is the lack of time.

To some, the time is too short for them to sleep as much as they wanted; while, to some others; they needed more time to work. Now, Which-ever way you look at the two situations, there is enough time to accomplish whatever task satisfactorily, if properly planned.

Also, the inability to manage the attendant stress that come with one's busy schedules, can be harmful to one's health both physically and mentally. In this session, we shall be looking at how to manage our time and coping with work-related stress.

Learning Outcomes – Slide 2

But first; Let us take a look at our expected learning outcomes.

It is hoped that, at the end of this session, listeners will be able to:

- Define Time management and stress.
- Identify factors responsible for killing time.
- Explain the differences between internal and external stressors.
- Enumerate how to cope with stress at home or workplace.

Introduction – Slide 3

Let us start, with Time Management.

What is, Time Management? Time management is the strategy of planning out your available time and controlling the amount of time you spend on specific tasks, to work more efficiently.

Effective time management comes easier to some people, than to others, but everyone can develop habits, to improve their time management skills.

Without strong time management, your work, and wellbeing can suffer, and it can lead to:

- Producing poor quality work.
- Missing deadlines.
- Increasing your stress levels.
- Ruining your work-life balance.
- Harming your professional reputation, among other harmful tendencies.

Time – Slide 4

Time is:

It is pertinent to note that, time is a very important management resource; Perishable resource, Irreversible, a democratically shared resource, cannot be hoarded, can only be used, scarce, money, life & death

Also, note that, Time can only be utilized in two ways: which are:

1. Useful work
2. can be wasted

So, do well to use your time well

Importance of Time Management – Slide 5

Managing your time well will:

1. **Improve Your general Performance level:** Time management can help you focus on just the essential tasks ahead of you and avoid time-consuming distractions.
2. **Produce Better Work:** Prioritizing your tasks enables you to have enough time available to complete every project. The quality of your work increases when you're not rushing to complete it ahead of a fast-approaching deadline.
3. **Deliver Work on Time:** when you properly schedule the time needed to complete your work, you'll be able to hit your deadlines every time.
4. **Reduce Your Stress:** by prioritizing your tasks and giving yourself enough time to accomplish them can help reduce your stress levels.
5. **Improve your Career Opportunities:** Time management can help you become a more reliable employee who always submits high-quality work by your due dates. This in turn will make you more valuable as a worker and improve your professional reputation, which can help you find new opportunities to expand your career.
6. **Boost Your Confidence:** When you manage your time properly and successfully meet your deadlines, you'll feel a sense of accomplishment and confidence in your abilities.
7. **Make you Become More Efficient:** When you understand how to manage your time effectively, you'll become more focused at work which allows you to accomplish more with less time available.

For example, instead of trying to work on a big project when you have fifteen minutes free before a meeting, you can accomplish a few small tasks in that time and save the bigger tasks that require more brain power for when you have a large block of time free. You'll be able to work more efficiently to achieve more with less time.

Time Management Skills – Slide 6

Here are Some tips, for improving your Time Management Skills:

1. **Plan-Ahead.**

Planning out your time in advance, is the most important element of good time management. Understand when you're most productive: maybe you're most alert, first thing in the morning, or perhaps, you hit your stride at night.

Save your most important, and challenging tasks, for when your productivity is highest. Schedule simpler, or smaller tasks, for times when you're less alert. Get a good sense before you start each day, of how much time you'll spend, working on everything on your task list.

2. **Prioritize Tasks.**

Evaluate every project you need to work on, to determine what tasks are the most urgent, and important, and make those your top priority for the day. Leave less important tasks, or projects that haven't yet become urgent for later, when you have more time available to focus on those less crucial projects.

3. **Eliminate Distraction.**

Distractions are one of the biggest productivity killers. Social media sites, smartphones, and disruptive co-workers can all distract you from your priorities and derail your schedule. According to a study, by Think Money, a third of employees are distracted, for as much as three hours of the workday. If you find that, certain distractions are too much of a temptation, consider leaving your smartphone locked in a desk drawer during the day, or using a browser extension, to block the websites that are most distracting to you.

4. **Don't Multitask.**

Multitasking may seem like a good way of getting extra work done, but in reality, it actually decreases your productivity. Instead of completing multiple projects, you end up starting, but not finishing any of them. The best way to manage your time, is to focus on a single task at a time, and give it your full attention, while you're working on it, to avoid mistakes.

5. **Reward Yourself for Good Work.**

Rewards can be a great motivator for good time management. Give yourself a small reward, for every task you accomplish in the day. For instance, you could celebrate finishing up a report, by taking a 15-minute walk outside. Rewards, keep you motivated on the job, and can help you achieve a better work-life balance

What is Stress? – Slide 7

Stress is a feeling of emotional or physical tension. It can come from any event or thought that makes you feel frustrated, angry, or nervous.

It is your body's reaction to a challenge or demand that exceed your body's adjustable capacity.

What are the Causes-of Stress?

A stressor is an event or situation, that causes stress. It is pertinent to know that, just about anything, can be a stressor, as long as it is perceived as a danger. stress can generally be classified, in terms of internal, and external stressors.

Internal stress is stress that comes from within us and is often the most common cause of stress. We often worry about things we cannot control. For instance, we worry about whether we are going to lose our job; and we put ourselves into situations, which we know will cause us stress.

Other common internal causes of stress include thoughts, and feelings, which cause unease, such as, unrealistic expectations; uncertainty, and low self-esteem, created by lack of assertiveness, and negative self-talk. Some people become addicted to feeling stressed, and actively seek out stressful situations. They may also, feel stressed about things, that aren't stressful to most of us.

External stress, on the other hand, comes from the environment. Anything from noise; overcrowding and pollution to relationship or financial problems, major life changes, pressure from work or family, or daily hassles. For instance, working too hard, or not managing your time well, can take its toll.

Types of stress – Slide 8

There are 2 Types of stress:

1. **Eustress.** it is a positive form of stress, that we feel in the face of a goal, or challenge. The name was formed, From the Greek word eu, meaning - good: and - stress. Eustress, is just a good stress, that can boost our motivation; focus, and drive.

"It typically occurs, when we are reaching toward something we have not yet achieved, coupled with the mindset of, 'I can get there, this challenge feels exciting to me,' rather than 'I'm falling short, this challenge feels scary to me,'" explains Lindsey Pratt, a New York City-based psychotherapist.

"Feelings of exhilaration, or heightened momentum, are often key components of experiencing eustress," Pratt, adds. "These feelings, can help propel a person, toward their goal, and bridge the gap between what is currently, and what can be:

Examples of Eustress are:

- Preparing for a big promotion, at work.
- Getting ready, to take an exam you've prepared extremely well for.
- Planning a wedding you're excited for.
- Working towards a challenging but rewarding new exercise-goal.
- Going back to school, to study a topic that interests you.
- Playing a new sport, you've always wanted to try.

Types of stress - Slide 9

2. Distress (Negative).

Distress is an aversive state in which a person, is unable to adapt completely to stressors and their resulting stress, while showing maladaptive behaviors.

It is the state of feeling or being in extreme danger and needing urgent help

This type of stress is often characterized by feelings such as:

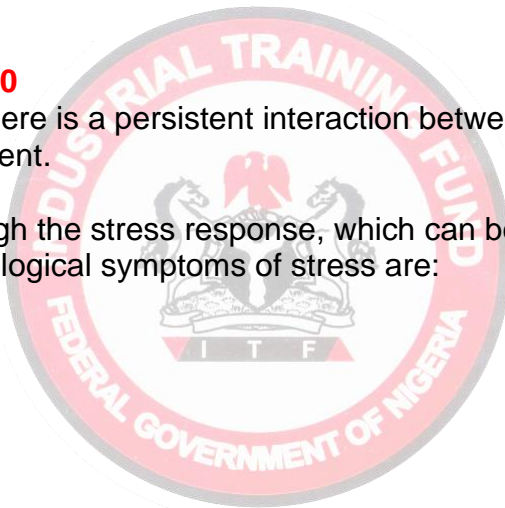
- Sadness.
- Fearfulness.
- Anger.
- Helplessness.
- Hopelessness.
- being Out of control.
- being Unsure of their faith, purpose, or meaning in life.
- they want to pull away from people.
- Concerned about illness.
- Concerned about home or social role (as a father, mother, friend, caregiver, etc.).
- Depression, anxiety, or panic.

Symptoms of Stress – Slide10

We simply have stress when there is a persistent interaction between demand/pressure from the intrinsic and extrinsic environment.

We can recognize stress through the stress response, which can be either short term or long term in duration. Some of the physiological symptoms of stress are:

- Clenched teeth/hands
- Tense muscles
- Dry mouth
- Sweaty hand/feet
- Frequent micturition



Stress Management – Slide 11

How do we Manage Stress?

Our ability to cope with stress may depend on, the Genetic constitution of the person, Social environment surrounding the subject, Societal influence, or on the Emotional balance of the individual.

The fact is that stress is inescapable, and it is no respecter of persons. It is a silent killer, but the good news is that it can be managed. Here are some ways by which we can manage stress:

1. through exercises both physical and mental.
2. consciously finding time for relaxation, or vacation.
3. through religious beliefs and conviction.
4. through counseling or seeking medical help.
5. using nutritional supplements

Conclusion – Slide 12

In conclusion, let us examine some ways through which we live a Stress-free life:

1. Identify the source and the stressor and avoid such and if possible, get rid of it.
2. Maintain a balanced life at home and at work; and where possible, avoid taking office work home.
3. Take a holiday, when you can.
4. Prioritize responsibilities and delegate when you know you cannot cope with the workload.
5. Check your Blood Pressure regularly.
6. Have regular medical checkup for early detection of diabetes, heart disease, heart attack, or failure.
7. Find time to relax.
8. Avoid smoking, excessive alcohol, reckless living.
9. Share your worries, it lessens tension, and prolongs life.

