



## Fact Sheet

2005

### Student Health Services Texas A&M University

## Stress & Time Management Tips

1. **Choose your own goals** – Do not live out choices that others have made for you.
2. **Become part of a support system** – Look out for yourself by letting friends help you when you are under too much stress and by helping them when they are overloaded.
3. **Make decisions** – In general, any decision – even consciously deciding to do nothing – is better than no decision.
4. **Keep your expectations realistic** – Expect some problems reaching your goals and realize that you can solve most of them with practice.
5. **Accept what you cannot change** – If a situation is beyond your control, you are better off accepting it than spinning your wheels.
6. **Anticipate potentially stressful situations and prepare for them** – Decide whether the situation is one you should deal with, postpone, or avoid.
7. **Live in the present** – Learn from the past and move on.
8. **Communicate effectively** – If it's your roommate, friend, or professor that is causing you stress, make the time to discuss with him/her the problem or situation that is causing you stress.
9. **Manage your time** – Prioritizing and planning can help keep the demands of college life from becoming overwhelming.
10. **Take care of your health** – Exercise regularly, eat a balanced diet, get enough sleep, and avoid alcohol and other mood-altering drugs.
11. **Take the time for yourself** – Make yourself a priority. Find time to relax, even if only for a few minutes, each day.

### Time Management Tips

- Get organized.
- Use a day-planner or calendar.
- On your calendar, schedule events in different color of ink. (e.g., tests and quizzes in red).
- When scheduling activities, don't forget recreation time.
- Learn to avoid over-commitment.
- Stay on schedule, but be flexible.
- At the beginning of each day, review that day's activities and quickly glance at the upcoming week to know what lies ahead.

### Muscle Relaxation Exercise

- Starting with your eyes, without holding your breath, gradually tighten every muscle in your body, but not to the point of pain, in the following sequence:
- Close your eyes tightly.
- Squeeze your nose and mouth together so that your whole face is scrunched up.
- Pull your chin into your chest, and pull your shoulders together.
- Tighten your arms to your body, then clench your hands into tight fists.

- Pull in your stomach
- Squeeze your thighs and buttocks together, and tighten your calves.
- Stretch your feet, then curl your toes (watch out for cramping in this part).
- At this point, every muscle should be tightened. Now, relax your body, one part at a time, *in reverse order*, starting with your toes.