

STRESS AND TIME MANAGEMENT

Do you want to know the most common cause of stress?

No, it's not having too little money for new CDs; it's having too much to do in too little time.

If only we were like the American Hopi Indians who don't even have a word for time - they have only past, present and future tense words.

However we *do* have a word for time and problems with organising time – time management – are a common cause of stress and often produce some very negative consequences.

To start with, tick which of these potential constraints on effective time management apply to you.

I tackle things in order of which I like best. I do interesting things before things I am not so interested in. I wait until a deadline is near before I get going. I start with small tasks first. I think about the consequences of not doing a task. I work on tasks that involve a group first. I separate the urgent from the important. I do easy things first. I do the things that don't need preparations (such as research) first. I do the things that have the resources easily available first. I respond to the demands of others rather than to demands from myself.	
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OK, now look at the statements you ticked and put a ring round those that you know, from experience, just don't work.

Good - we've made a start because effective time and stress management depends on self-awareness.

Now, write the name of one of your subjects here.

Imagine that you are the tutor of that subject.

Write here three effective study rules related to managing time that the tutor would be likely to give you, for example – '*plan ahead*'.

1.
2.
3.

Compare and discuss these study rules with a fellow student.

Can you see how most time management 'rules' are basic to, not just every subject, but to life itself?