

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.	

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?