

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.

<p>I tackle things in order of which I like best.</p> <p>I do interesting things before things I am not so interested in.</p> <p>I wait until a deadline is near before I get going.</p> <p>I start with small tasks first.</p> <p>I think about the consequences of not doing a task.</p> <p>I work on tasks that involve a group first.</p> <p>I separate the urgent from the important.</p> <p>I do easy things first.</p> <p>I do the things that don't need preparations (such as research) first.</p> <p>I do the things that have the resources easily available first.</p> <p>I respond to the demands of others rather than to demands from myself.</p>	
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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?