Small Ways to Manage Big Stress

- Get to know your stress (when, where, how, what)
- Reduce your use of stress traps (caffeine, smoking, alcohol, all-nighters) and replace with stress reducers (balanced meals, more sleep, etc.)
- Eat at least one hot, balanced meal a day. Limit junk food.
- Learn 1-2 easy relaxation techniques and practice them 1 or 2 times a day.
- Choose 1 or 2 nights a week when you will commit yourself to getting 8 hours of sleep.
- Exercise 1 to 3 times a week at whatever your fitness level is. (Don’t push it).
- Make a list of everything you need to do, then decide which items are essential, important, or trivial (Prioritize).
- Make a weekly schedule, scheduling in only essentials, not importants or trivials. Don’t squeeze in things you don’t have time for in your schedule.
- Talk to other students about the stress you are under and compare notes.
- Put recreational time into your schedule at least once a day.
- Make a list of what you can change and what you cannot change in your life. Make a plan on how to change what you can, then let go of the rest.
- Give yourself permission to be imperfect.
- Make a list of long-term stress-reducing strategies and begin implementing one of them.

PREVENTIVE STRESS MANAGEMENT STRATEGIES

- Practice effective time management (e.g., note cards and use of Dead Time)
- Minimize major personal life events during stressful work times
- Say no
- Don’t commit to projects you don’t have time to do
- Delegate when possible
- Break down big projects into small tasks
- Schedule personal appointments to do small tasks – avoid having to rush.
- Have built-in stress relievers/avoiders at work
- Raise self-esteem / maintain high self-esteem
- Let colleagues / subordinates / supervisors know when they have done a good job

Some Web Resources:

http://www.csun.edu/~vcpsy00h/students/coping.htm/

http://ub-counseling.buffalo.edu/stressmanagement.shtml/
  University of Buffalo

  Health Resource Network

http://www.stress.org/
  American Institute of Stress

http://www.innertalk.com/