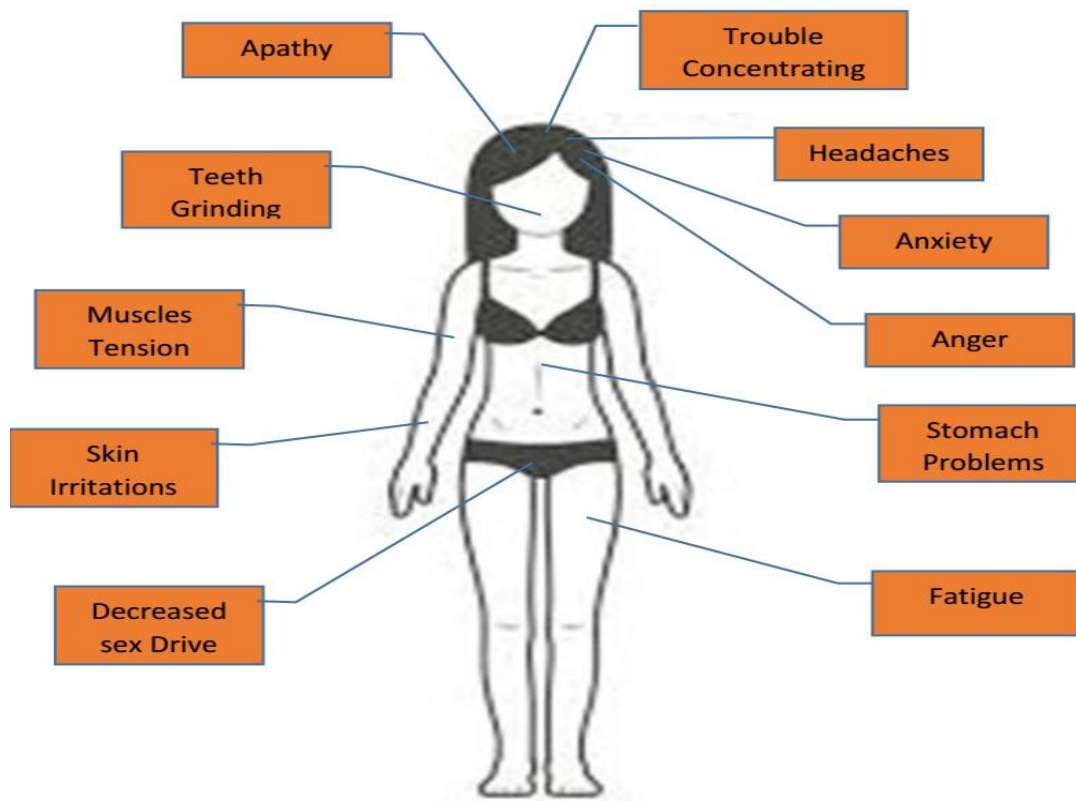


STRESS MANAGEMENT SKILLS

Stress Management:

- helps to understand the importance of managing stress.
- assists to identify the signs and symptoms of being stressed.
- makes you aware of your coping skills for managing stress.
- provides stress management tips.

Signs and symptoms:



“WHAT THE MIND CAUSES, THE MIND CAN CHANGE”

-Sharon Battaglia



Stress Management Techniques



Stress Management Tips





TIME MANAGEMENT SKILLS

Time Management:

- helps you understand the importance of time.
- enhances your time management skills in order to achieve ones goals.
- allows you to accomplish more in a shorter period of time.
- improves another aspect of your life.



If you are struggling to manage time, a few simple tools and tips can help you feel less burdened.

Tip 1: Time- The most valuable resource

- Time cannot be bought or stored, every second counts.
- Time management involves organizing and planning your time well so that you can get the most out of it and accomplish your set goals.
- Maintaining a check-list will also ensure effective time management.

Tip 2: Common misconception

- Misconception that Efficiency and Effectiveness are the same.
- Being efficient means doing things quickly and properly but it is not a good time management. However, by being effective, your results are ensured.
- Efficiency is doing things right while Effectiveness is doing the right things, and good time management will enable you to do the right things right.

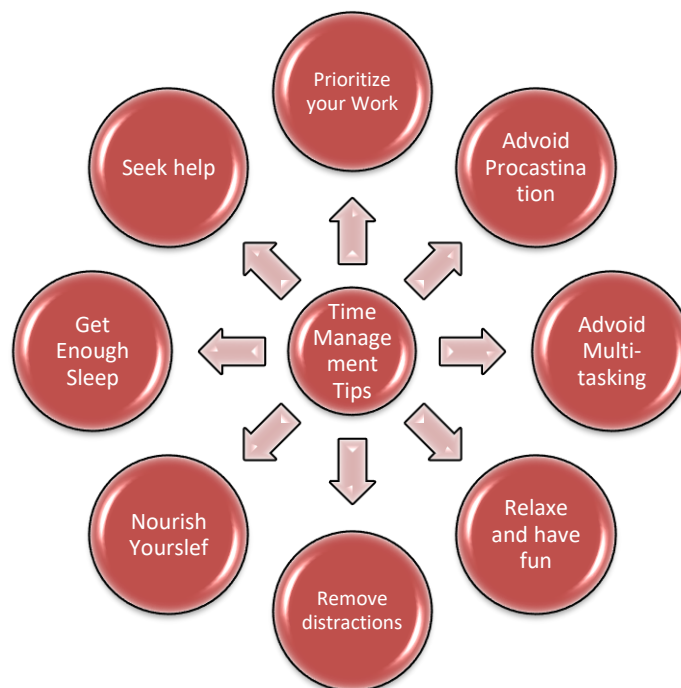


Tip 3: Documenting your time spent

- Document how you spent your time on a daily basis.
- Surprisingly, we do not have accurate picture of how we spend time on each task. We think that we spend the required time for a particular task but these assumptions do not match compared to a detailed time log.
- Maintaining a time log for each task you do will improve your time management.

For more Time log information, visit <https://daringtolivefully.com/time-log>

Additional Tips



Note: If you wish to make use of Time Management template, download the template from <https://sc.emcwub.pce.edu.bt/wp-admin/admin.php?page=wpfd>

If you want to seek help from the Centre, just drop into the **Happiness and Wellbeing Centre** or call us at **17656244/17685103/17672880** for a consultation.