



Time & Stress Management Strategies

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Workshop Goals

- Identify **time management** strategies and chose one to apply this week.
- Identify **stress management** strategies and choose one to apply this week.





While it is typical for grad students to feel turbulence in the form of anxiety, contextual stress, social imbalance, graduate students will rebalance:

1. Graduate students are innately resilient and capable
2. You *will* implement coping strategies to enable you to effectively cope and succeed in program
3. Some coping strategies are innate, learned, or you'll find them—trial/error
4. You will find other coping strategies by accessing external resources:
 - a. on campus (your department, Grad School, student/counseling)
 - b. off campus (organizational “apps”, outside activities, family, friends)

Thriving In the First Semester of Graduate School: A Process of Rebalancing and Self-Determination, Journal of Occupational Therapy Education, 2018

<https://encompass.eku.edu/cgi/viewcontent.cgi?article=1084&context=jote>

First-Year Doctor of Physical Therapy Students Demonstrate Change in Coping With Stress, Journal of Physical Therapy Education, 2018

https://journals.lww.com/jopte/Abstract/2018/06000/First_Year_Doctor_of_Physical_Therapy_Students.8.aspx

A+ for You in
“Judgment!”

Bottom line:

- **Listen to Advice, but trust your judgment**
- **You** have demonstrated **good judgment** by choosing a highly regarded, rigorous program. Potential employers recognize this about your program.



Time and Stress Management Coping Strategies

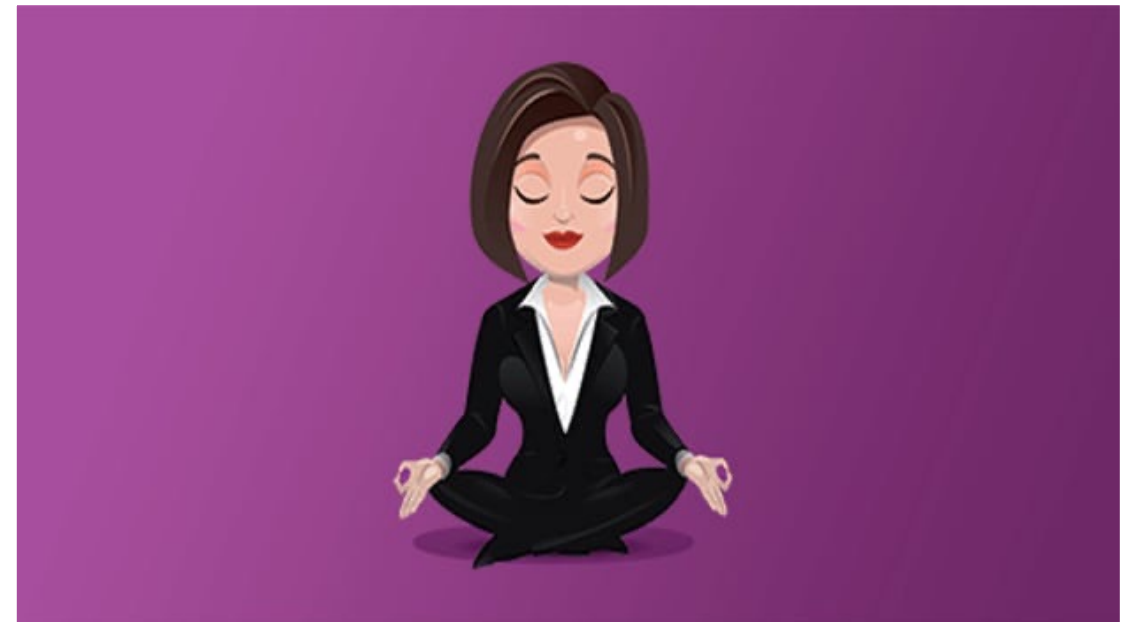
What are YOU worried about?

Increased Workload

Skill performance

Group projects

Work/Life Balance



Time
Management,
Intentionality,
Planning

- **“To achieve great things, you need a plan,
and not quite enough time.”**
 - - Leonard Bernstein

- **“A goal without a plan is just a wish.”**
 - - Antoine de Saint-Exupery

What is Time Management?

Time management is the process of **organizing** and **planning** how to divide your time between specific activities.

Inefficient workflow

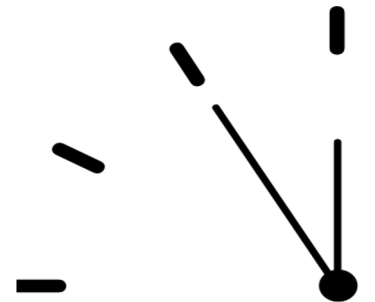
— Missed deadlines

More stress!

Increased productivity & efficiency

Less wasted time / more free time

Less stress!



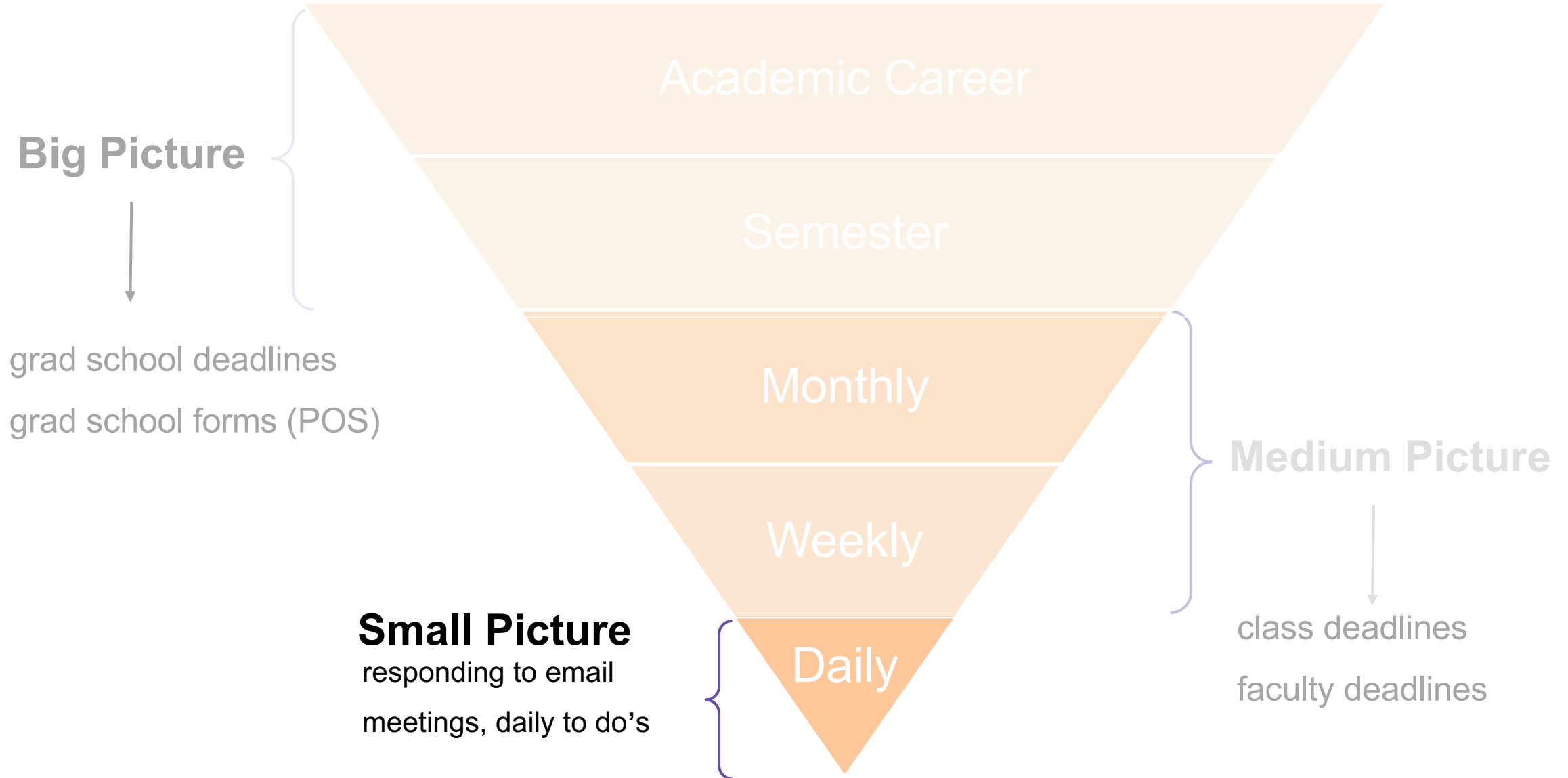
Time Management Strategies

1 → **Get organized** (what needs to get done?)

2 → **Set priorities** (big picture to daily tasks)

3 → **Manage time wasters** (social media)

Getting organized & setting priorities



- “About 3% of adults have written goals, the rest of us work for them” – Brian Tracy

RIGHT NOW –

Write down 3 goals:

- Professional
- Health
- Personal

GOAL SETTING to the NOW

SOMEDAY GOAL



FIVE-YEAR GOAL



ONE-YEAR GOAL



MONTHLY GOAL



WEEKLY GOAL

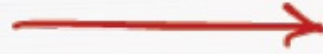


DAILY GOAL



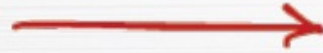
RIGHT NOW

Individuals with
written goals



**39.5% more
likely to succeed**

Individuals with
written goals and
weekly accountability



**76.7% more
likely to succeed!**

Accountability

Keller and Papasan, 2013; Dr. Colleen Mouw Power Point

Boils down to...

1. **Plan** – ACADEMIC PLANNER BY SEMESTER – ONLINE APPS or WRITTEN
2. **Prioritize** – Set Your Goals – short and long term (daily, weekly, semester, 3-year program)
3. **Schedule** - time blocking – this is how to do achieve your most important goals that will move you ahead professionally
4. **Stick to it** – accountability – saying it out loud makes it real, writing it down in an organized way and hewing to it, gets it done

Goal Setting

My Annual Goals

Personal

- 1.
- 2.
- 3.

Research

- 1.
- 2.
- 3.

My Monthly Goals

Personal

- 1.
- 2.
- 3.

Research

- 1.
- 2.
- 3.

+

My Weekly Goals

Week 1

Personal

- 1.
- 2.
- 3.

Week 2

Personal

- 1.
- 2.
- 3.

Week 3

Personal

- 1.
- 2.
- 3.

Week 4

Personal

- 1.
- 2.
- 3.

- Keller and Papasan, 2013

Stumbling Blocks to Productivity

Perfectionism

- “Done is better than perfect” – Sheryl Sandburg

Self-limiting beliefs

- “80% of the reasons you are not achieving your goals lie within yourself.” – Brian Tracy

Procrastination

- If big tasks are left as binges, they are so overwhelming, initiation is very difficult.

Multitasking

Pomodoro Technique

Time management system to work *with* the time you have— rather than against it. Pick a project or task.

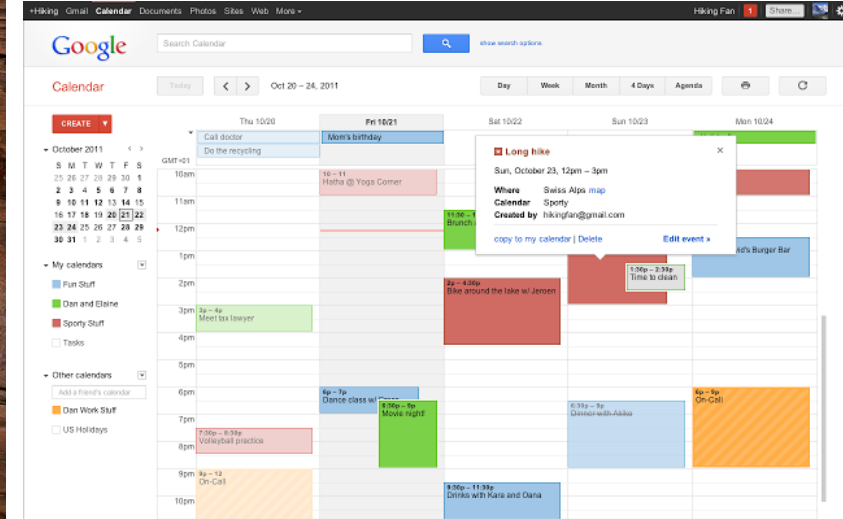
- Set a timer for 25 minutes.
- At buzzer, take 5 min. break.
- Repeat.
- Record each session in a notebook.
- After 4 session, time for lunch or nap!
- **25 min. intervals are “pomodoros.”**





Todoist: To do list and task manager – Organize your life

Trusted by over 13 million people to tame life's chaos. Ranked by The Verge as the world's best to-do list app. Free on iOS, Android, Mac, Windows, and more... (129 kB) ▾



Getting organized - Time management tools

Organizational Apps



Productivity, time-tracking free, cloud based app that works across all platforms. Keeps track in real time how much time you spend on each task. See what is holding up your productivity!

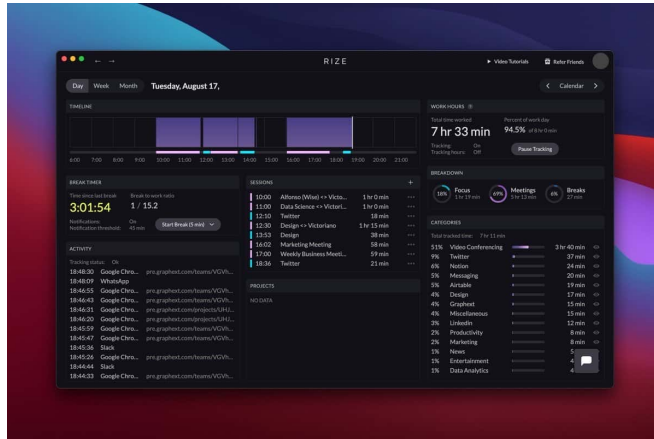
Workflowy



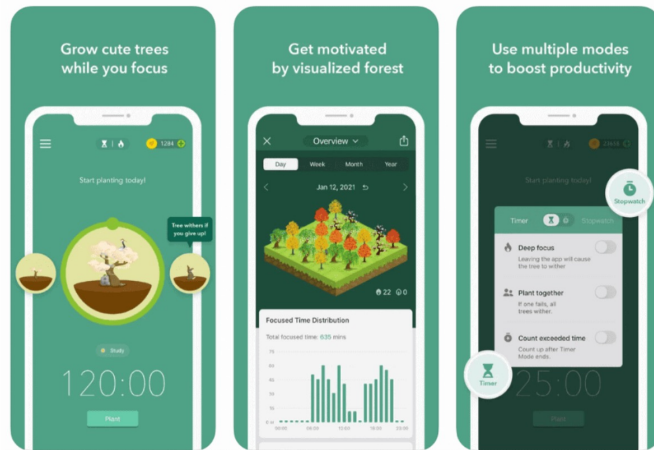
- *“It is easy to come up with good ideas, but hard to remember them!”*

Farhad Manjoo, New York Times Technology Columnist, writes ...
“This app is the easiest, best-designed, and most-flexible [list-maker] and note-taker I’ve ever come across, and it solves many of the problems I’ve had with other software ... It has become my go-to place for storing and keeping track of everything—not just to-dos and grocery lists, but my ideas for articles, all the notes I gather while reporting, all the tasks I need to do for those articles.”

Organizational Apps

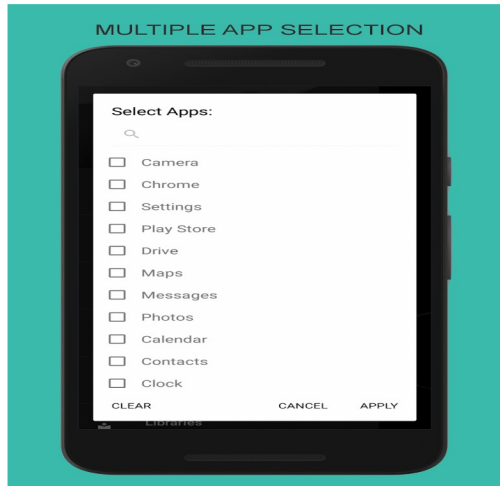


“If you don’t know what you did all day or feel that you haven’t accomplished much at the end of the day, you will be excited to know about Rize. Rize not only tracks your time but also gives you valuable insights to improve your productivity, build better habits and increase your focus. The highlight is that you don’t need to constantly input information, this is automatically done for you.” —Lifehack.org



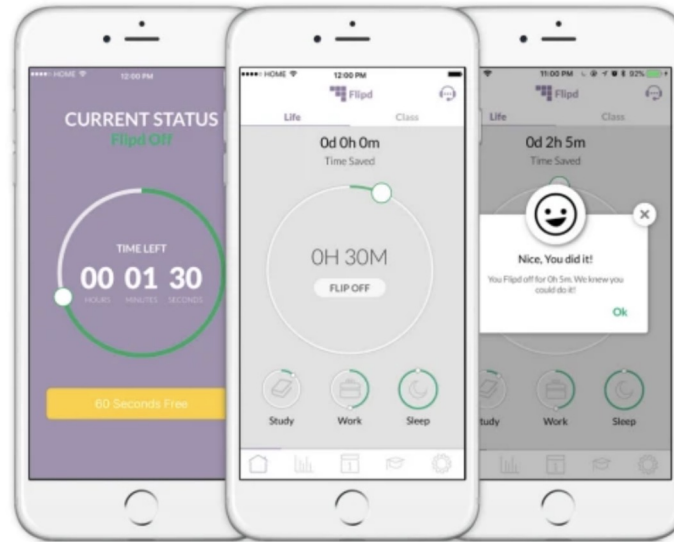
“Forest is a unique reinvention of time management apps. This unique and fun app helps you stay focused and incorporates the Pomodoro technique, breaking work into chunks with short intervals. The concept is simple: If you stay focused during this time, your virtual tree will grow. If you lose focus, the tree will die. As the app’s name implies, you can grow multiple trees to create a virtual forest!” —Lifehack.org

Getting Organized – Reduce Distractions



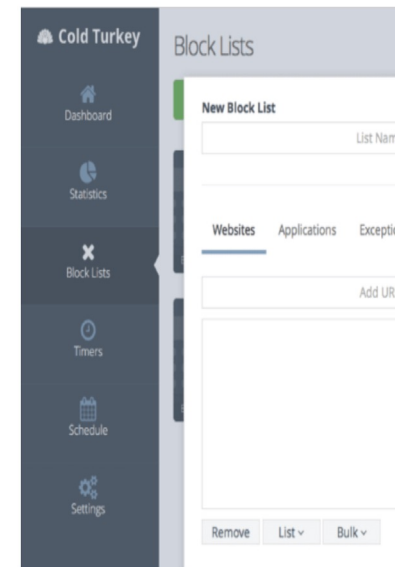
Get off your phone

sets phone timing -
locks phone for a set
amount of time



Flipd

tag your productivity ... can play music -14 day trial, \$35/year. Locks certain apps on your phone for a set time, and no going back. You might be able to disable other apps by restarting your phone, but not Flipd, an ultimate distraction stopper. Intense, but once you get your work done, you'll appreciate the time you spent distraction-free. Can track : focus, wellness, hobbies, sleep, exercise



stop a bad habit is by quitting **COLD TURKEY**. This browser extension allows you to choose specific time limits to block web pages, the entire internet, or even your whole computer. There's also a writer feature that forces you to finish your paper before you can do anything else.

(OFFTIME)

Unplug, just enough.



Offtime homes in on mindfulness by allowing you to block what distracts you most: social media, games, and even text messages. Break down what you can/can't access for times like Work, Family, or Me Time, making it even easier to separate work and play. Shows you how much you use your phone and specific apps.

Time Management = Dissertation Management

- 1. Set clear goals and deadlines for yourself.** Break down the larger task of completing your dissertation into smaller, manageable milestones.
- 2. Prioritize your tasks.** Not all tasks are created equal, so focus on the most important and pressing tasks first.
- 3. Schedule dedicated blocks of time for specific tasks.**
- 4. Taking regular breaks is also important.** The dissertation process can be mentally and emotionally taxing, so it's important to take breaks to recharge and refocus.
- 5. Be flexible and adaptable.** The dissertation process isn't always linear, and unexpected challenges will inevitably arise.



Great Organizational Tool & Accountability

- **Graduate Writing Center offers:**
- One-on-one tutoring
- (Make a standing appointment when you have a paper due)
- Writing focused workshops and programs
- Writing groups
- Support for English Language Learners (ELL)

A photograph of a library or study area with rows of teal-colored wooden tables and benches. Several students are seated at the tables, some using laptops. The scene is brightly lit, suggesting a daytime setting. A large green speech bubble is overlaid on the left side of the image, containing text about academic consultations. On the right side, there is a dark grey semi-transparent box containing a list of services and a URL.

NEW: Academic Skills Consultations

Make your appointment: email academic_consulting@etal.uri.edu or contact Jordan Scott via Starfish

- The Graduate School together offers “Executive Functioning” support for grad students.
- 1:1 peer tutoring by trained tutor, Accountability Groups, Detailed Workshops
 - Time Management Strategies
 - Planning & Scheduling
 - Effective Reading Strategies
 - Motivation, Focus
- Here are great resources on the Academic Enhancement Support Page:
<https://web.uri.edu/aec/study-your-way-to-success/>



“Share
'em if you
got 'em!”

WHAT ARE SOME TIME AND
PLANNING MANAGEMENT
TOOLS OR STRATEGIES THAT
HAVE WORKED FOR YOU?



STRESS MANAGEMENT

Stress Reduction Activity

1. Breathe deeply into your abdomen. When you are tense, you tend to breathe shallowly into the upper chest. Breathing deeply into the lower abdomen begins to lower your stress response.
2. Exhale as completely as you can, through your mouth. Your abdomen will contract as you empty the air from your body.
3. Inhale slowly through your nose and make your belly rise. Imagine the air as it flows deep into your body, filling it with fresh life-giving air, starting at the lower abdomen and slowly rising up to the upper lungs.
4. Exhale again as completely as you can. Remember that breathing slowly and deeply enhances your relaxation response.



Time Management = Stress Management

- **Graded Exposure:** Exposure is a cognitive behavioral therapy exercise designed to reduce anxiety and fear through repeated contact with what is feared.
 - The underlying theory is that avoidance of things we fear results in increased fear and anxiety. By systematically approaching what you might normally avoid, a significant and lasting reduction in anxiety takes place.
- **Successive Approximation:** Successive approximation is a cognitive behavioral therapy exercise that helps people tackle difficult or overwhelming goals.
 - By systematically breaking large tasks into smaller steps, or by performing a task similar to the goal, but less difficult, people are able to gain mastery over the skills needed to achieve the larger goal.



How would you define “stress?”

Let's define it!

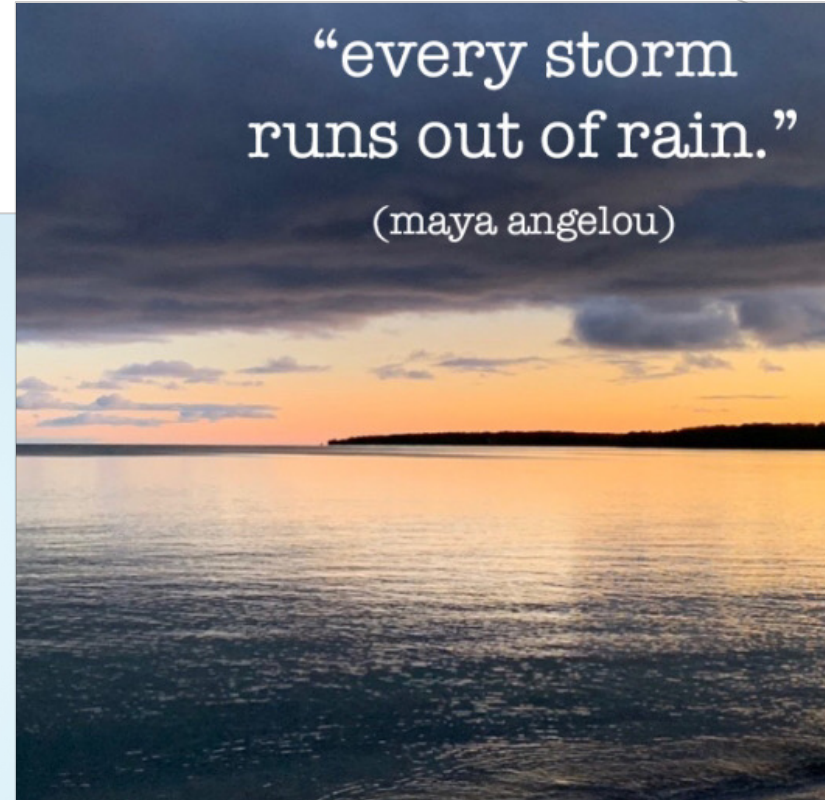
Some stress,

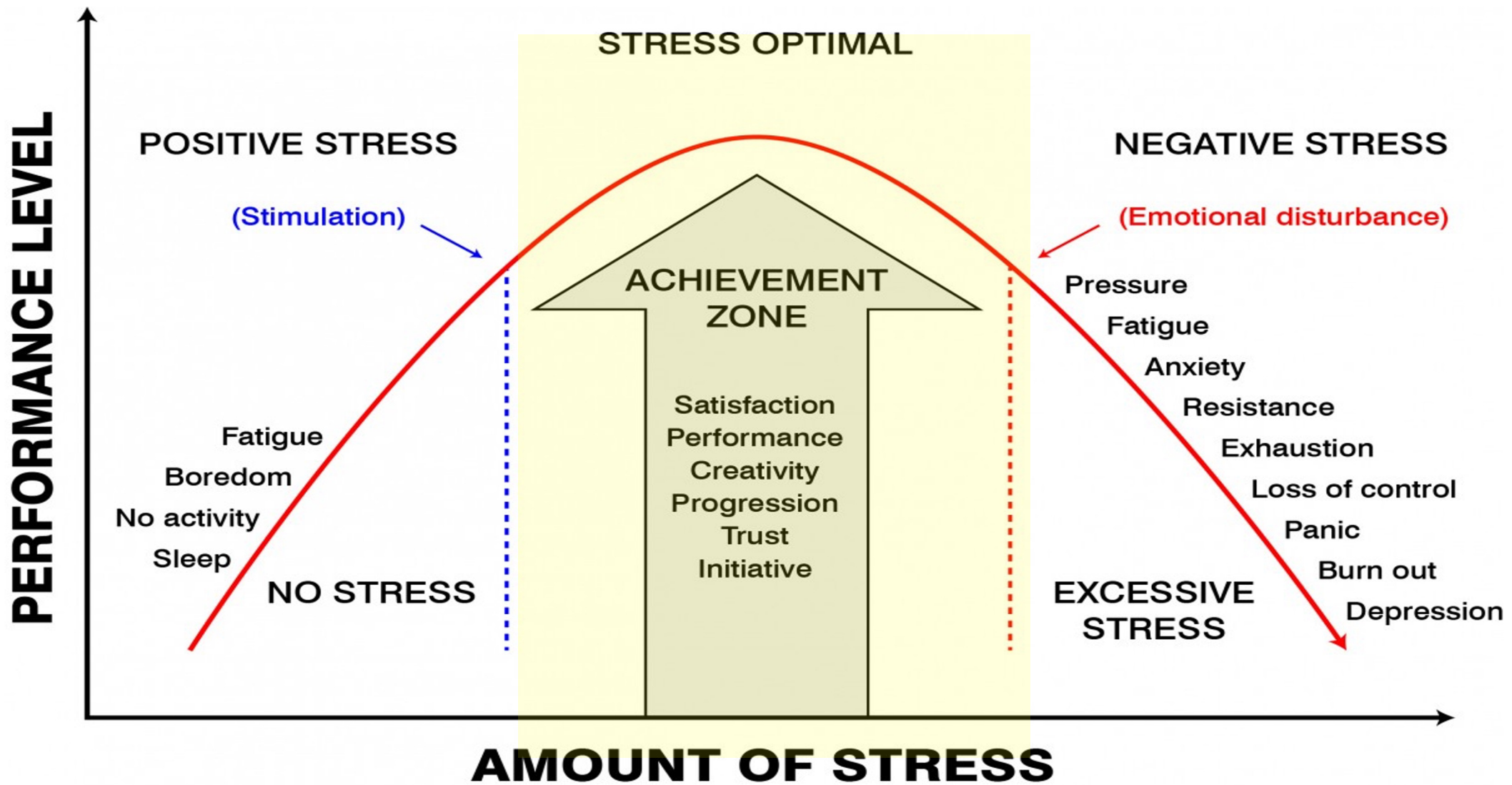


- Is good.
- It will motivate you.

“every storm
runs out of rain.”

(maya angelou)





The Yerkes-Dodson Performance and Stress Curve (1906)

High Stress/Emotionality

- Stress can make it **difficult to regulate response to events and experiences**
- Stress **narrows our thinking and inhibits effective** problem solving
- Elevated stress = **more reactive, more judgmental, less able to see things from another angle**
- Sustained stress impairs good health
- Greater stress leads to reliance on **“survival” behaviors**

****We don't act according to what we KNOW, we act based on our baseline level of STRESS****

Lindsey Anderson, PhD, Director, URI Psychological Counseling Center

○



How do you react to stress?...

Anxiety presents itself in many different ways...

The desire to control people and events



Difficulty getting to sleep



Feeling agitated or angry



Defiance and other challenging behaviors



Having high expectations for self, including school work & sports



Avoiding activities or events (including school)

Pain like stomachaches and headaches



Struggling to pay attention and focus



Intolerance of uncertainty



Crying and difficulty managing emotions



Over-planning for situations and events



Feeling worried about situations or events

USE BELLY BREATHING TO STAY CALM DURING STRESSFUL SITUATIONS.

This Monday, try belly breathing to calm your mind and body.

- Place one hand on your chest and the other on your belly.
- Inhale deeply through your nose for a count of four, making sure your belly is expanding and not your chest. Exhale through your mouth for a count of four.
- Continue this breathing cycle for a few minutes.
- Feel the stress leave your body while your mind becomes calm.



#HealthyMonday

DESTRESS
MONDAY

FEEL CALM ALL OVER

This Monday, try a mindfulness body scan to ease tense muscles and let stress drift away.

1. Sit quietly or lie down.
2. Start at one end of your body and focus on each body part.
3. Notice any areas of tension then soften and relax.
4. Continue until your whole body feels completely relaxed.



DESTRESS
MONDAY

DeStressMonday.org

#DeStressMonday

De-Stress Monday (and Everyday)

Ways to Reduce Stress: Positive Self-Talk

Negative self-talk increases stress.

Positive self-talk can help you calm down and control stress.

Practice shifting negative thoughts to positive ones.

- **Negative** to **Positive**
- "I can't do this."> **"I'll do the best I can. I've got this."**
- "Everything's going wrong." > **"I can handle this if I take 1 step at a time."**
- "I hate it when this happens." > **"I know how to deal with this; I've done it before."**
- "I feel helpless and alone."> **"I can reach out and get help if I need it."**
- "I can't believe I screwed up." > **"I'm human, and we all make mistakes. I can fix it."**

Handling the Stress

- Differentiate between worrying and *planning*.
- Pay attention to your language - Focus on language that is *accurate*
- Take time to feel grateful
- Adopt a “what-I-can-control attitude”

Recognizing the difference between what you can/cannot control and spending your limited energy, focus, and time on things within your sphere of control is an integral part of managing your emotions and stress

Planning helps to create a sense of control (when everything else feels out of control).

* Worrying about something that hasn't happened, effectively leads to 2x the stress!

Catastrophic language leads to catastrophic thinking and emotional contagion

Identify what you can control and what you cannot

CAN CONTROL: Our own thoughts/behaviors, our own reactions to others, routines/boundaries

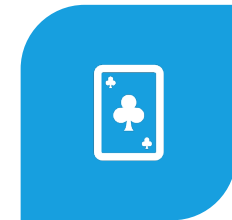
Everything is “Figure-out-able”



**YOU HAVE BEEN
SUCCESSFUL AT EVERY
STEP THAT HAS GOTTEN
YOU HERE ... WHY
WOULDN'T YOU LEARN
TO BE SUCCESSFUL AT
THE NEXT STEP?**



**YOU HAVE MANAGED
TO DO WELL AND
FIGURE OUT
EVERYTHING THAT YOU
HAVE ATTEMPTED THUS
FAR - WHY WOULD THIS
NOT CONTINUE IN THE
FUTURE?**



***“YOU CAN'T COMPARE
SOMEONE'S END GAME
WITH YOUR BEGINNING”***

Dr. Colleen Mouw

Stress Management Strategies

Stress or Panic

- take a short walk
- breathing exercises
- recite a daily mantra
- journal/color/doodle
- start a different task
- celebrate the small wins
- play a happy song

Maintenance

- gratitude journal
- keep a stress diary
- exercise/yoga
- meditation/deep breathing
- watch your favorite show
- plan time with friends
- talk with family/loved ones



Socializing!

Ways to Reduce Stress and Build Resilience

- **Practices to reduce stress and build resilience:**
 - **Foster community.**
 - **Avoid avoiding. Research shows the most helpful strategy for reducing burnout is to do the “hard stuff” you have been avoiding**
 - **Take giant task and break it down into small goals. Create tasks you can achieve in 5- to 30-minute blocks.**
 - **Set yourself up for success. When in doubt, make your goal smaller.**
 - **Take one small step every day. 5 small steps a day looks like a big step at the end of the week.**
 - **Bring in an accountability buddy.**

Know Your Resources

Major Professors

- Department Chairs

The Graduate School - <https://web.uri.edu/graduate-school/>

- Deans DeBoef and Mouw
- Office of Professional Development – Cara Mitnick cmitnick@uri.edu
- Graduate Writing Center - <https://web.uri.edu/graduate-writing-center/>
- Academic Support academic_consulting@etal.uri.edu

The Dean of Students - <https://web.uri.edu/deanofstudents/contact-us/>

- Student First Fund
- Rhody Outpost - free

Graduate Assistants United <https://www.urigau.org/>

URI Health Services <https://web.uri.edu/healthservices/>

URI Psychological Consultation Center - <https://web.uri.edu/pcc/>

Self-care & Wellness

Virtual Mindful Meditation Tuesdays (free online)

Fascitelli Fitness & Wellness Center (free)

Rhode Island Yoga (\$5 Fridays)

Take a walk (Horridge Botanical Garden)

URI Health Services:
874-2246 (free)

URI Counseling
Center: **874-2288**
(free)

URI Psychological
Consultation Center:
874-4263 or **874-
4264** (intake line)
(\$5)

URI Couple and
Family Therapy
Clinic: **874-5956**
(\$10-40)

National Suicide
Prevention Lifeline:
1-800-273-TALK
Textline: **HOME** to
741742

National Domestic
Violence Hotline: **1-
800-799-7233**

SAMHSA National
Helpline (Substance
Misuse): **1-800-662
HELP**