

## What is STRESS?

Stress is the body's reaction to any change that requires an adjustment or response. The body naturally reacts to these changes with physical, mental, and emotional responses. Stress is a normal part of life. Even positive life changes produce stress.



### SIGNS of STRESS



Chronic stress can wear down the body's natural defenses, leading to a variety of physical and mental symptoms

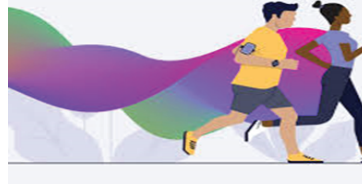
### TIPS for reducing stress

You can learn to manage stress and lead happier, healthier lives. You may want to begin with the following tips:

- Keep a positive attitude.
- Accept that there are events that you cannot control.
- Be assertive instead of aggressive. Assert your feelings, opinions, or beliefs instead of becoming angry, defensive, or passive.
- Practice relaxation techniques such as meditation and yoga.

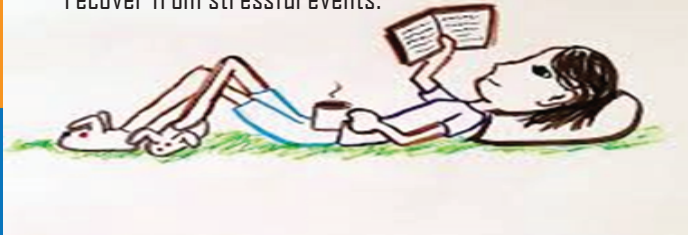
Focus on:  
~~Problems~~  
Solutions

- Exercise regularly. Your body can fight stress better when it is fit.

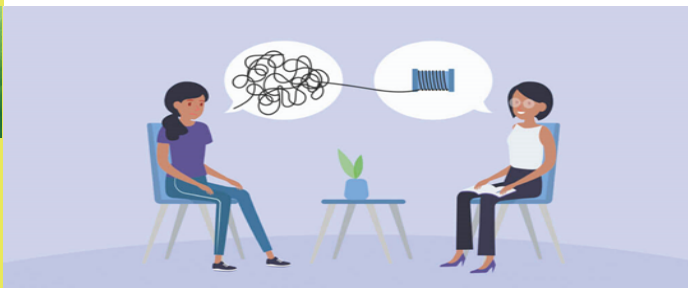
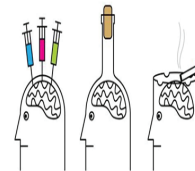


- Eat healthy, well-balanced meals.
- Set limits appropriately and say no to requests that would create excessive stress in your life

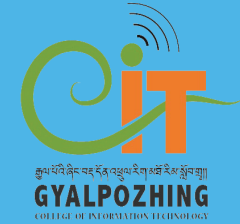
- Make time for hobbies and interests.
- Get enough rest and sleep. Your body needs time to recover from stressful events.



- Don't rely on alcohol, drugs, or compulsive behaviors to reduce stress
- Seek out social support. Spend enough time with those you love.
- Seek help from professional counselors.
- While on the campus, visit Happiness and Wellbeing Center for help.



Visit at <https://gcit.emcwub.pce.edu.bt/>



**Gyalpozhing College of Information Technology**  
*Enhancing Mental Health, Counselling and Wellbeing Support*



### TIME Management

Managing time is of utmost importance to be able to use your time effectively. We all have the same hours every day. But the reason why others achieve more is not only because they work harder but they also manage their time better. Everyone must have effective time management strategies. If you feel anxious about incomplete tasks or no matter how much you tick off your 'to-do list' there are always more things to get done, then you need to follow some time

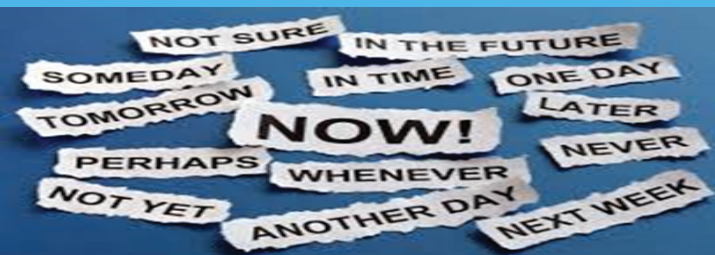
## TIPS to improve TIME Management SKILLS



**1. Get Organized :** Stay focused on your tasks, and use your time and energy effectively and efficiently in order to achieve the desired outcome. Write things down, make schedules and deadlines, don't procrastinate, de-clutter regularly and keep only what you need.



**2. Keep a Calendar and a To-Do List :** To-do lists are often essential for academic and personal success, and a calendar will help you to keep track of important deadlines such as exams, tests, meetings, etc. Both can be very helpful in order to plan for and meet important deadlines.



**3. Say NO to Procrastination::** The most common cause of underperformance and stress is procrastination. When procrastinating, you are putting things off that you should be making a priority. Procrastination inadvertently creates a situation in the future in which you will feel stressed and overwhelmed by the deadlines lining up.



**4. Avoid Distraction:** When it comes to managing your time and getting things done, one of the main causes of underperformance is distraction. Distraction is inevitable. It's normal and happens to everyone, but it is important to recognize your distractions and not let them get in the way of tasks that should come first.



**5. Plan Ahead :** When working on your time-management skills, one of the worst things you can do is start the day with no clear idea about what needs to get done. You will jump from one task to the next, not really completing anything efficiently. Therefore, put high emphasis on spending a couple minutes thinking ahead and planning your activities for the next day.



**6. Keep Your Eye on the Prize :** Much of effective time management relies on your response to stressful situations. For instance, if you're feeling a lot of pressure because of your college responsibilities, it's easy to get overwhelmed and forget what assignments you should prioritize. One way to avoid this is by keeping your eye on the prize. Remind yourself that college is temporary, and that one day, you'll use what you're learning to jumpstart your career.

**7. Ask for help:** Maybe you'll discover that you're having a hard time managing your time because you're having a hard time adjusting to college life. That's totally understandable. When you're at college, there are so many resources to help you out if you're having a hard time, whether it's because of personal or academic challenges. So, don't be afraid to ask for help! Your college is there to help you.



### 8. ABCD analysis

ABCD analysis will provide you with the tool to prioritize your activities. The following general criteria can be used to rank and prioritize your works.

- A** – Tasks that are perceived as being urgent and important,
  - B** – Tasks that are important but not urgent,
  - C** – Tasks that are unimportant but urgent,
  - D** – Tasks that are unimportant and not urgent.
- Each group is then rank-ordered by priority