

# Stress and time management

PUBA302

# STRESS

- ▶ Stress can be defined as any type of change that causes physical, emotional, or psychological strain. Stress is your body's response to anything that requires attention or action. Everyone experiences stress to some degree. The way you respond to stress, however, makes a big difference to your overall well-being.

# Stress Management

- ▶ Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning.

# Effective methods to manage stress

- ▶ Exercise, relax muscles, deep breathing, eat well, take a break, make time for hobbies

# Time Management

- ▶ Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time - even when time is tight and pressures are high. The highest achievers manage their time exceptionally well.

# Approaches to manage stress

- ▶ The techniques are categorized into three groups:  
Action Orientated Approaches: used to take action to change a stressful situation. Emotion-oriented approaches: used to change the way we perceive a stressful situation. Acceptance-oriented approaches: used for dealing with stressful situations you can't control.