



Stress management

Facts about Stress

- Stress is how we respond to events, not to the events themselves. Each individual responds differently to the same event.
- Stress is inescapable. Trying to avoid it will create it.
- Not all stress can or needs to be controlled. We need positive high energy stress. We need to control negative, emotional and physical stress.
- False perceptions are often causes of stress. Find out the facts before you get stressed.

Steps for Coping with Stress

- **Stress Self-Analysis:** Recognize aspects of your life that cause you stress. By looking at these situations, you can see them from a different perspective and analyze your reactions and feelings.
- **Time Management and Planning:** By managing your time and prioritizing tasks, you can have personal time to relax and to socialize. Make lists of the things you need to be working on so you can use your time effectively. Effective planning will help eliminate the stress of last minute work. One effective tool for planning is a month-at-a-glance calendar. This will help you to see the big picture and help you plan ahead for upcoming stressful weeks.
- **Get Organized:** Try to keep organized files for your organization. This will make it easier for you and other members to find important information and will eliminate the stress of trying to find lost items. Also, developing good files will help eliminate the stress of future student leaders.
- **Relaxation and Massage:** These techniques help to slow down the body both physically and mentally. Techniques to consider include:
 - Meditation
 - Praying
 - Mental Imagery
 - Deep Breathing
 - Progressive Relaxation
 - Reading
- **Eat Right and Exercise:** Good nutrition and exercise can help to reduce tension. Be sure to eat nutritious meals and snacks. Also, getting adequate physical activity can help you to work off the stress and tension while helping you to stay in shape.
- **Sleep:** Sleeping allows your body to re-energize so you will not be continually exhausted. Lack of sleep can make a person become irritable and moody and can make small, trivial problems

seem extremely important. Getting enough sleep can help you to put things in perspective and not get too stressed out.

- **Reward Yourself:** Give yourself a reward for following the stress reduction techniques.
- **Shun the “Superman” Urge:** It’s easy to feel that you need to be doing multiple projects, all perfectly, and if you don’t the whole organization will suffer. This will lead to additional stress. Realize that you are human and you can only do so much.
- **Learn to Say “No”:** If you take on projects you don’t have time for, you probably will not be helping anyone. Prioritize and learn to say “no” to projects you can’t handle or don’t have time for (even if you really want to do them).
- **Learn to Delegate:** Train your organization to help you plan and do the work. After training your organization, be sure to delegate tasks. Delegate to someone you know can do the job; then don’t worry about it. One of the advantages of delegating is that it eliminates some of the stress and pressure in your life. If you spend your time worrying about how your delegated task is going, you’ve wasted this advantage.
- **Develop a Support System:** Talking about some of your stressful situations may help you gain insights, get some things off of your chest, and help keep things in perspective. Talk about things with your roommate, friends or family. You might also use some of the counseling services at the university.