



CHANGING
MINDS



ANTELOPE
VALLEY
COLLEGE

TIME AND STRESS MANAGEMENT FOR MENTAL NUTRITION

WHAT IS MENTAL HEALTH?

A Person's Psychological and
Emotional Wellbeing

MENTAL HEALTH MYTHBUSTERS

What Mental Health is Not

- ▶ Not necessarily debilitating
- ▶ Not mutually exclusive with an illness or disorder
- ▶ Not a character flaw or weakness

MENTAL HEALTH MYTHBUSTERS

What Mental Health IS

- ▶ It affects everyone (disorder or not)
- ▶ A little different for everyone
- ▶ Takes time and energy to develop
- ▶ Has to do with biology, life experience, and/or family history

WHY MENTAL HEALTH IS IMPORTANT

Mental Health Improves Quality of Life

- ▶ Healthy Relationships
- ▶ Make Healthy Life Choices
- ▶ Maintain Physical Health and Wellbeing
- ▶ Handle the Natural Ups and Downs of Life
- ▶ Discover and Grow Toward Your Potential

SOME STATS ON TIME MANAGEMENT

Nationwide survey commissioned by FileMaker Inc., conducted by Greenfield Online

- ▶ 48.4 percent of college students say they don't have enough time to do their course work
- ▶ 87 percent of students say that better time management and organization skills would help them get better grades
- ▶ 88 percent of college students want to improve their ability to manage their time
- ▶ 48 percent of students manage their contacts, assignments and deadlines by handwriting on a personal calendar

STATS AND (FUN) FACTS ON TIME MANAGEMENT

- ▶ The average American watches 28 hours of television per week.
- ▶ 78% of workers in America wish they had more time to “smell the roses”.
- ▶ The average person gets 1 interruption every 8 minutes, or approximately 7 an hour, or 50-60 per day. The average interruption takes 5 minutes, totaling about 4 hours or 50% of the average workday
- ▶ By taking 1 hour per day for independent study, 7 hours per week, 365 hours in a year, one can learn at the rate of a full-time student. In 3-5 years, the average person can become an expert in the topic of their choice
- ▶ A person who works with a cluttered desk spends, on average, 1.5 hours per day looking for things or being distracted by things or approximately 7.5 hours per workweek
- ▶ It takes approximately 30 days to establish a new physical or emotional habit.

STATS AND (FUN) FACTS ON TIME MANAGEMENT

- ▶ Effective time managers do not allocate their time to those who "*demand*" it, but rather, to those who "*deserve*" it.
- ▶ Delegation is an unlimited method to multiply time for achieving results.
- ▶ It almost always takes twice as long to complete a task as what we originally thought it would take.
- ▶ Time Management is not doing the ineffective things quicker. Time Management is doing the effective things.
- ▶ "If you always do what you've always done, you always get what you've always got." To change our output, we must change our input

STATS AND (FUN) FACTS ON TIME MANAGEMENT

- ▶ The most powerful word in our Time Management vocabulary is *"no"*

CHRONIC PROCRASTINATION

- ▶ A hallmark of ineffective time management
- ▶ 25% of students chronically procrastinate

But why...?

CHRONIC PROCRASTINATION

- ▶ Fear of failure
- ▶ Pre-higher ed. generally does not lend itself to critical thinking; encouraging failure as a part of the learning process.
- ▶ At times we run from fear, which is a form of procrastination

Instead of viewing failure as failing; reframe as a lesson to help you do better/different next time

CHRONIC PROCRASTINATION

- ▶ Could be due to lack of motivation or uncertain priorities
- ▶ What is your “why?” What is the endgame (what do you want your life to look like and what attributes do you want to develop)?
- ▶ Specificity (“Generality is the enemy of all art” - Stanislavski)
- ▶ Trial and error; fail better :)

CHRONIC PROCRASTINATION

- ▶ If you live with generalized anxiety disorder (GAD) or an anxiety disorder (e.g. PTSD or OCD) you can hack your condition to lessen the severity of symptoms and repercussions...

Good to talk to a professional as you're working out your hacks :)

OTHER SYMPTOMS OF UNPRODUCTIVE TIME MANAGEMENT

- ▶ Lack of sleep - sleep allows the brain to recharge; also prevents major health conditions like cardiovascular disease, diabetes, and depression
- ▶ Unhealthy eating habits - eating unhealthfully leads to lack of energy and focus
- ▶ Other...?

SOME OF MY TIME MANAGEMENT MECHANISMS

Take what you like; leave the rest

- ▶ Schedule your week in a calendar (even fun stuff); keep it a little flexible
- ▶ Schedule in advance, not same day
- ▶ Schedule contingency time
- ▶ Batch similar tasks

OTHER TIME MANAGEMENT MECHANISMS

Take what you like; leave the rest

- ▶ Identify time wasters
- ▶ Set S.M.A.R.T. goals ("T" stands for "timely")
- ▶ Tackle small tasks to start
- ▶ One thing at a time; multitasking is inefficient

OTHER TIME MANAGEMENT MECHANISMS

Take what you like; leave the rest

- ▶ Establish routines (or rituals)
- ▶ Use breaks wisely
- ▶ Take time off
- ▶ Learn to delegate

STRESS

Stress is a state related to your body attempting to cope with its environment

Anxiety is a sense of apprehension, dread, or uneasiness

Both are normal responses, not necessarily negative

EUSTRESS (POSITIVE STRESS)

Some characteristics

- ▶ Motivates, focuses energy
- ▶ Feels exciting and/or intriguing
- ▶ Is short-term
- ▶ Is perceived as within our coping abilities
- ▶ Improves performance

EUSTRESS (POSITIVE STRESS)

Some examples

- ▶ Taking educational classes/learning a hobby
- ▶ Marriage or partnership
- ▶ Moving
- ▶ Having a child
- ▶ Promotion/raise at work
- ▶ Vacation

NEGATIVE OR OVERWHELMING STRESS AND ANXIETY

Some symptoms

- ▶ Sense of uneasiness (butterflies)
- ▶ Trouble catching your breath
- ▶ Trembling or sweaty hands
- ▶ Lightheaded
- ▶ Overwhelmed
- ▶ Nervous or jumpy

NEGATIVE OR OVERWHELMING STRESS AND ANXIETY

Some symptoms

- ▶ Tired or fatigued all the time
- ▶ Trouble concentrating
- ▶ Irritability/moodiness
- ▶ Chronic headaches
- ▶ Trouble sleeping (falling asleep and/or staying asleep)
- ▶ Sad/depressed

MORE ON OVERWHELMING STRESS AND ANXIETY

Some stats from NYU

- ▶ College students now report being more stressed-out than ever before.
- ▶ Stress is the number one reported impediment to academic performance.
- ▶ 55% of students, nationally, claimed their biggest stressor to be academic in nature.
- ▶ 6 in 10 college students report having felt so stressed they couldn't get their work done on one or more occasions.
- ▶ Nationally, 53% of students report having felt so stressed they didn't want to hang out with friends on one or more occasions.

MORE ON OVERWHELMING STRESS AND ANXIETY

Some stats from NYU

- ▶ Many of the emotional and physical symptoms that occur commonly in the college population, such as headaches, fatigue, depression, anxiety, and the inability to cope, can be attributed to or exacerbated by stress.
- ▶ Negative physical effects of stress include immune system suppression, which can increase susceptibility to physical illness and psychological conditions such as anxiety and depression.
- ▶ Students who engaged in meditation practices demonstrated significantly greater reductions in perceived stress than students who did not.

CREATING A STRESS MANAGEMENT PLAN

A basic template to customize for yourself

- ▶ Things you consume: food, supplements, alcohol, drugs
- ▶ Relaxation activities or self-care: talking a walk, yoga, saying “no,” TV (how much and when), doctor appointment
- ▶ Reflection: journal, or meditating, or prayer
- ▶ Energetic activities: gym, hiking, swimming, sex, playing with kids
- ▶ Service based activities: teaching someone to tie their shoes, holding the door, volunteering, intentionally being in the service of others
- ▶ Support system: engaging with the healthy by giving and receiving, disengaging with the unhealthy and leaving those behind or limiting time with them

RESOURCES

- ▶ AVC Counseling: 661.722.6300 ext. 6338 | SSV Building | Mon.-Thurs. 730am-6pm, Fri. 730am-1130am | counseling@avc.edu
- ▶ AVC Book Loan Program: www.avc.edu/student-services/bookshelp
- ▶ AVC CalWorks (cash aid program for low income families): www.avc.edu/student-services/calworks
- ▶ AVC Career Center: www.avc.edu/student-services/career
- ▶ AVC EOPS Program: www.avc.edu/student-services/eopscare

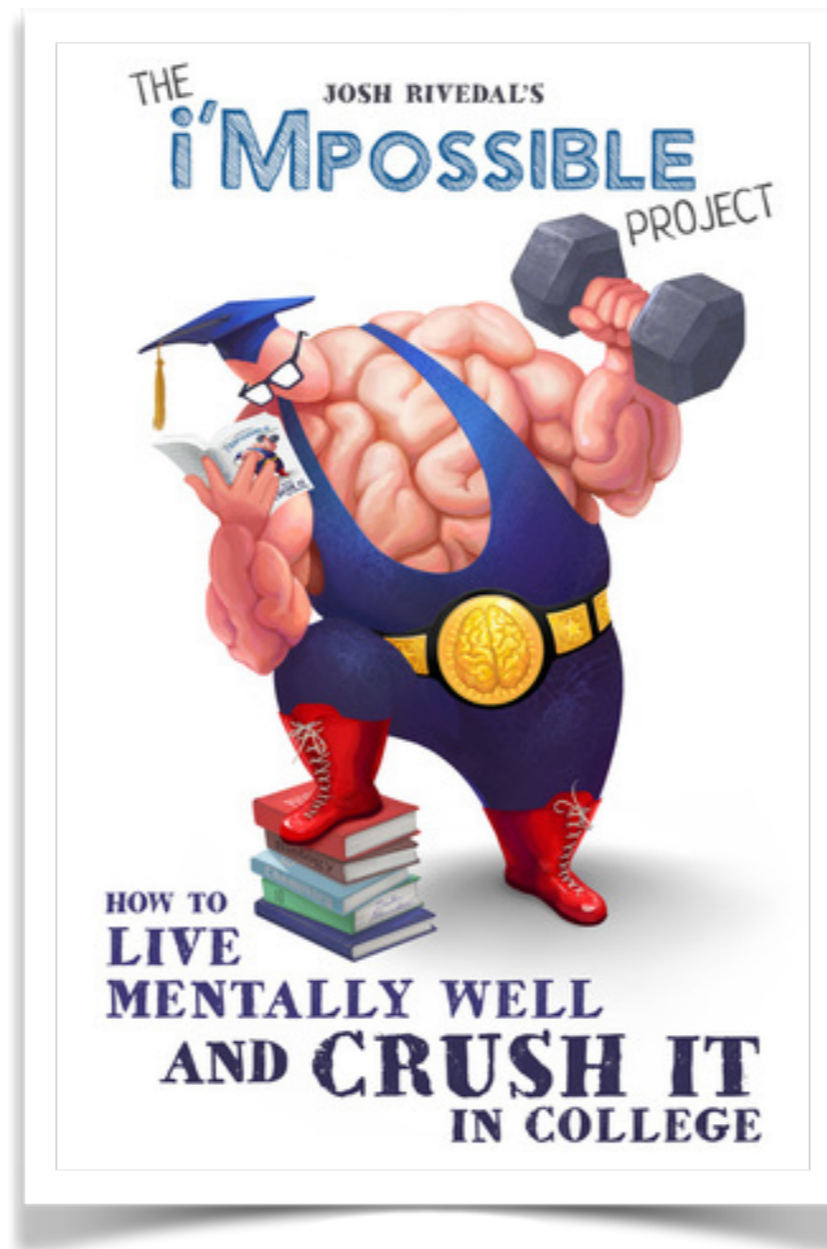
RESOURCES

- ▶ AVC Child Development Center: www.avc.edu/student-services/childdev
- ▶ AVC Health Services: www.avc.edu/student-services/health
- ▶ AVC Dreamers Center: www.avc.edu/dreamcenter
- ▶ AVC Veterans Resource Center: www.avc.edu/student-services/veterans
- ▶ AVC STAR: www.avc.edu/student-services/star

RESOURCES

- ▶ LA LGBT Center: lalgbtcenter.org
- ▶ Asian Pacific Counseling and Treatment Center: www.apctc.org
- ▶ Pacific Clinics (Latina Youth Suicide Prevention):
www.pacificclinics.org
- ▶ ACCESS Hotline (LA County) 1-800-854-7771 (24/7)

RESOURCES



changingmindsstrong.com/uniwellness