



## Stress and Time Management

**Stress** is a feeling of emotional or physical tension. It is our body's response to internal and external events, also called **stressors**, such as having homework, running late for a meeting, or a conflict with another person. Experiencing stress is a normal part of life and not all stress is bad. It can help us to focus and even improve our performance. However, too much stress for too long can turn into anxiety and have a negative impact on our health.

### Signs of Stress

Everyone experiences stress in different ways. Make a list of the physical, emotional, and behavioral ways that you experience stress.

<b>Physical</b> What do I feel in my body?	<b>Emotional</b> What feelings do I have?	<b>Behavioral</b> How do I act when I am stressed? How do I respond to people and situations?

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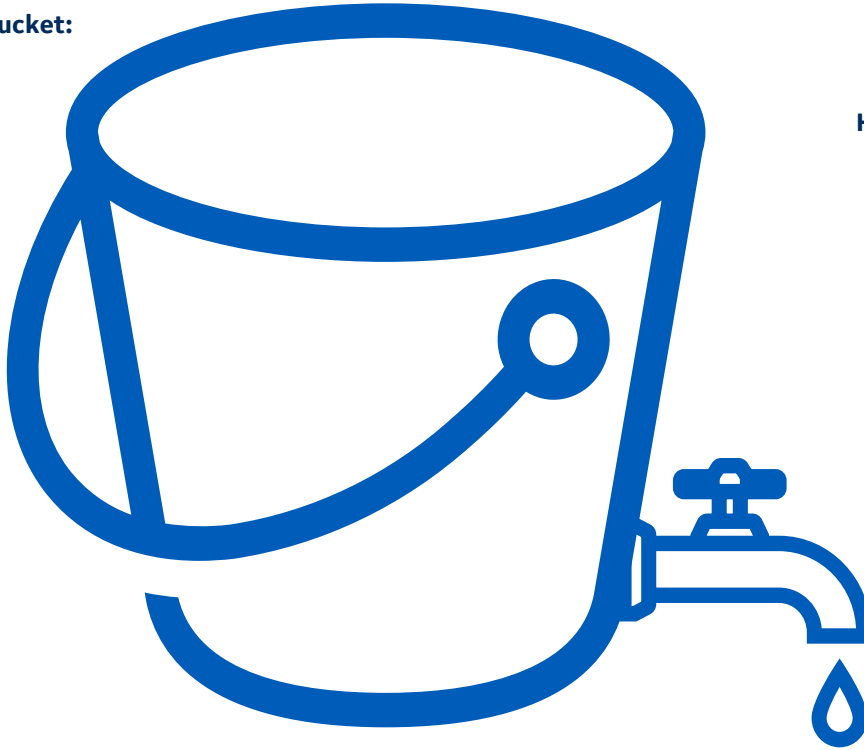
### Stress Bucket

On the next page is a bucket which represents the stress we all carry around.

1. Fill in the bucket with the situations and experiences that cause you stress. Think of the internal and external stressors that come up in a typical week.
2. Next to the tap, make a list of healthy coping strategies that can relieve your stress. Try to add as many strategies as you can, and if possible, even more than the number of stressors you listed.



**What fills my bucket:**



**How I empty my bucket:**

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### **Urgent-Important Matrix**

Use this strategy for prioritizing and organizing your to-do list for the upcoming week.

1. First, make a list of your tasks and responsibilities for the week:

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2. Next, review each task and consider its urgency and importance. Keep in mind, not every task is urgent or important. Urgent tasks must be completed by a specific deadline; Important tasks must be completed or there will be consequences.
3. Finally, write your tasks in the appropriate quadrant on the next page. Refer to the matrix throughout the week to determine which tasks you should focus on.



<b>Do First</b> Urgent and important	<b>Schedule</b> Less urgent, but important
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Delegate</b> Urgent, but less important	<b>Don't do</b> Neither urgent nor important
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

