**Time management** is commonly defined as the various means by which people effectively use their timeand other closely related resources in order to make the most out of it.

**Benefits of Time Management:**

The main benefit of effective time management is that it can drastically improve the quality of your life.

**Reduce frustration and Anxiety**

Many of the frustrating situations can be avoided with effective planning and organizing techniques. When you have overcome frustration, it is a lot easier to release the full power of your creativity and productivity.

**Get a sense of achievement and peace of mind**

Much of dissatisfaction and anxiety comes from that you are not sure where you are going, or you feel like you are going nowhere. Effective time management includes smart goal setting techniques, which will help you to realize where you are going and to see the optimal path there.

**Open yourself to more satisfaction**

We are often burdened by subconscious guilt for those undone things we think we should be doing or should have done. This will keep you feeling that you did most of the important things you possibly could do. That makes you more confident and decisive in your choices, leaving less space for guilt or dissatisfaction.

**Increase your energy level**

The undone things circulating in your mind cost you much more time and energy than the things you have done or are doing. With effective time management you get organized and unclutter your mind from those energy drains of unhandled things and "unfinished businesses". You will experience much higher energy level.

**Get more of quality time**

There are many things that don't get you much forward, but you still have to do them to survive. Learn how to organize them more efficiently and you will get more time for making progress or enjoying life.

**KEYS TO SUCCESSFUL TIME MANAGEMENT**

**Self-knowledge and goals:** In order to manage the time successfully, having an awareness of what the goals are will assist in prioritizing the activities.

**Developing and maintaining a personal, flexible schedule:** Time management provides you with the opportunity to create a schedule that works for you, not for others. This personal attention gives you the flexibility to include the things that are most important to you.

**Strategies on using Time:**

Develop blocks of study time

Schedule weekly reviews and updates

Prioritize assignments

When studying, get in the habit of beginning with the most difficult subject or task

Develop alternative study places free from distractions

to maximize concentration

Use your time wisely

Think of times when you can study "bits" as when walking, riding the bus, etc.

Review studies and readings just before class

Review lecture material immediately after class (Forgetting is greatest within 24 hours without review)

Schedule time for critical course events Papers, presentations, tests, etc.

**Stress Management**

**Introduction to Stress**

Stress is a part of day-to-day living. It is a common human phenomenon and part of life. As students you may experience stress meeting academic demands, adjusting to a new living environment, or developing friendships. This type of stress is not necessarily harmful. Mild forms of stress can act as a motivator and energiser. However, if your stress level is too high, medical and social problems can result.

**Definition**

**Hans Selye** was one of the founding fathers of stress research. His view in 1956 was that “**stress is not necessarily something bad – it all depends on how you take it. The stress of exhilarating, creative, successful work is beneficial; while that of failure, humiliation or infection is detrimental.”**

. Stress is now viewed as a "bad thing", with a range of harmful biochemical and long-term effects. These effects have rarely been observed in positive situations.

The most commonly accepted definition of stress (mainly attributed to Richard S Lazarus) is that **stress is a condition or feeling experienced when a person perceives that “demands exceed the personal and social resources the individual is able to mobilize.”** In short, it's what we feel when we think we've **lost control of events**. Stress is the “wear and tear”, our minds and bodies experience as we attempt to cope with our continually changing environment.

TYPES OF STRESS

1. **Basic Stress**
2. **Cumulative Stress**
3. **Traumatic Stress**

**BASIC STRESS**

Every individual experiences basic, minor stress in daily situations that may produce tension, frustration, irritation, anger, etc. For example, a person who is ill, has not had enough sleep, or is troubled or worried, etc., is likely to react more readily and more intensely. Personal attributes which may contribute to one's reaction to stress are:

Past experiences;

Education;

Professional skills;

Philosophical approach to life;

Age;

Level of physical fitness; and

Personal self-esteem.

Stress consumes physical, cognitive and emotional energy.

**Cumulative Stress**

Cumulative stress is the result of strain that occurs too often (FREQUENCY), lasts too long (DURATION) and is too severe (INTENSITY). In these circumstances, distress leads to exhaustion and

Other manifestations so that a person is unable to cope with the amount of stress he/she is experiencing. situations. For example, difficulties related to housing (privacy, shortages of water, heat/cold, noise, etc.); travel (risks, threats, tedious controls at checkpoints); food (shortages, diet, illness); unfamiliar language and culture, etc.

A person may suffer the personal stress of being away from home, friends and loved ones, and become lonely and vulnerable to the effects of permanent low grade stress, or even to acute traumatic stress. If cumulative stress is not cared for, it may lead to ***burn-out*** or ***flame-out***, which may precede other very serious stress disorders.

**Burn-out:**

A person suffering from burn-out will exhibit changed attitudes concerning his/her work & colleagues. For example, a person suffering from burn-out will either avoid work or, more often, become totally immersed in it and will exclude all other aspects of life. Usually there are signs of depression, loss of self-confidence and/or selfesteem, diffused sadness, guilt and grief.

**Flame-Out**

In the case of a rapid onset burnout, particularly if the needs for periodic rest, proper food and exercise are overlooked or ignored, the so-called flame-out phenomenon may result. Usually this reaction to stress can

be treated at once by instructing the person experiencing flame-out to leave the scene temporarily, until he/ she has regained control/composure. Some symptoms of flame-out are:

Intense fatigue, often associated with exhausting hyperactivity;

Feelings of sadness, discouragement, depression; guilt, remorse; hopelessness;

**Traumatic Stress**

Whereas cumulative stress increases over a period of time and at some point can be recognized and arrested, traumatic stress is the result of a single, sudden and violent assault which harms or threatens an individual or someone close to him or her, either physically or psychologically. The following are examples of trauma which may be experienced in the field:

Being a powerless spectator of violence, murder.

Hearing first-hand reports of ill-treatment and torture;

Direct or indirect intimidations and threats;

Bombing of buildings; mining of roads;

Attacks on vehicles and convoys;

Armed attacks and robberies;

Witnessing large-scale material destruction.

Although the range of emotional reactions to trauma is limited, such reactions may vary from one

individual to another. The time it takes for these reactions to appear, and their severity, depends on the

person's character and vulnerability at the time. The reaction(s) may appear immediately, or after a few hours or days: this is ***acute stress disorder***. Or the reaction(s) may appear after a few months, or in rare cases, in a few years: this is ***post-traumatic stress disorder* (PTSD)**.