

# Time and stress management

What makes the difference?

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### The intention is to

- look at your time use as a self-management skill
- learn to make schedules and stay on them: ABC of time management
- learn new skills and review what you already know.



### 1. Joy and wellbeing

- Focus on things that are meaningful to you and bring you joy
- Take the time to exercise the way that suits you best – remember both, your body and mind
- Try to get enough sleep
- Eat healthy food
- Most of all be kind to yourself

### 3. Teaching and learning

- Attend to remote study groups and tutoring online
- Remember that you can always reach out, ask for advice, feedback and guidance from your teacher, academic advisor and Learning services



# 2. Study habits and daily rhythm

- Create a daily study schedule with enough breaks
- Sometimes plans fail -try to accept it and try again
- Set small and clear goals that keep you motivated
- Focus on one thing at a time be mindful and avoid interruptions. For example, try putting your phone in an airplay mode when you study

## •4. Aalto Community as possible

- Schedule video study groups with your peers
- Schedule online social time with your peers
- Set shared goals with your peers and set rewards for work completed
- In addition to being kind towards yourself, be kind and non-judgmental towards others

# **Time Management**

	Urgent	Not urgent
Important	<ul><li> Crisis</li><li> Fire fighting</li><li> Pressing problems</li><li> Deadline-driven projects</li></ul>	<ul> <li>Planning</li> <li>Preparation</li> <li>Relationship building</li> <li>Personal development</li> <li>True recreation</li> </ul>
Not important	<ul> <li>Interruptions</li> <li>Some e-mails or phone calls</li> </ul>	<ul><li>Time wasters</li><li>Escape activities</li><li>Some e-mails or phone calls</li></ul>

# How is time management related to psychological flexibility?



# In groups of 4 First introduce yourselves

- What do you find challenging in time management?
- What messes it up?
- At least one comment to chat from every group



I feel really stressed/bad and end up avoiding things I should be doing: I'll start Netflix-marathon, FB, cleaning my room...
Or I ruminate and worry inside my head.

I end up living inside my mind, worrying about or glorifying future or past. I don't really live in this moment.



Things don't go as I hope, and I'll end up blaming myself

I start to believe my negative thoughs are "the reality", and I end up acting upon on them.

Lähde: ks. Esim. Lappalainen & alt, 2009.

A) I'm not sure what my values are, or B) I'm not truly committed for them, or C) it's not possible to follow my values for some reason

I end up following impulses, without goals, or I start over-doing everything, or I become really passive.

Acceptance:
Accept that you have thoughts and feelings, you have a history and that there are things you can't change. But, change what you can: your actions.

Don't let your mind control you. You are not the same as your thoughts – you HAVE thoughts. Be present and kind for yourself. Live more in this moment and have compassion for yourself.

Psychological flexibility

Healthy selfimage: Let go of negative thoughs (this is not the same as avoiding them!) Values:
What is
important
to you?
Now and in
the long
run?

Acts that are based on your values!

## Focusing your energy

### Goals



### **Time managemet**

TASKS IN CALENDER 1 Month

#### April 2022

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	Ĭ	Kāsikirjo	itus				
WEEK 1		1	2	3	4	5	
WEEK 2	Tekniikka ja kuvauspaikka7	8	9	10	11	12	1
						Treenit ja kuvaus	
WEEK 3	14	15	16	17	18	19	2
	Editointi.						
WEEK 4	21	22	23	24	25	26	2
WEEK 5	28	29	ESITYS <sub>30</sub>				



### Points to consider

Make a plan
Start with writing down "big"
dates
Longterm / shortterm goals
Devide goals on tasks and
devide tasks on smaller tasks –
the smaller the better!
Be realistic when you set goals
Don't leave tasks too close



to the "big" dates

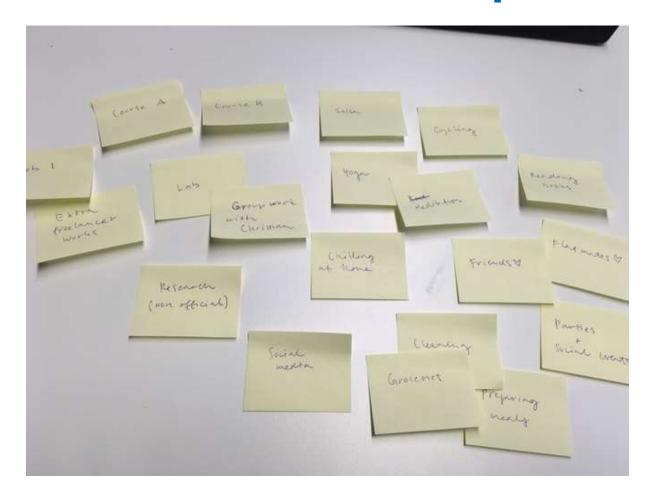
### Points to consider

Monitor your use of time
Write down everything, you
need your brain capacity on
working - use calenders, notes,
to-do-lists

Consider where you work
Consider when you work what's your prime time?
What is the best study method
for this project



## **ABC-basket model – let's practise**



# Decision making – towards your values and goals?



## **Check your tasks**

Specific Measurable Attainable Realistic Time bound



Smart tasks prevent from procastination and support wellbeing

Week-schedule		1000000	2000		17274			
Week number:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
GOALS	Actions for reaching the goals	Main goals for this day:						
		8	8	8	8	8	8	8
		9	9	9	9	9	9	9
		10	10	10	10	10	10	10
		11	11	11	11	11	11	11
		12	12	12	12	12	12	12
		13	13	13	13	13	13	13
		14	14	14	14	14	14	14
		15	15	15	15	15	15	15
		16	16	16	16	16	16	16
		17	17	17	17	17	17	17
		18	18	18	18	18	18	18
		Evening	Evening	Evening	Evening	Evening	Exening	Evening
		1						



# In break out rooms start filling in the calender:

Choose on of the courses that are going on

Break out the course (item) to concrete tasks and evaluate, how much time each tasks takes?

**Example: Lecture** 

checking out the material on my courses before lecture trying to figure out what will be interesting / meaningfull /necessary for you

participating

going through for example as doing the exercises

## Make a list of your best ways to relax



## **More Information**

https://into.aalto.fi/display/enopisk/Study+skills

https://into.aalto.fi/display/enopisk/Courses+and+workshops+for+students

# Thank you!