

# Time Management and Stress Management

Compiled By,  
Dr. Shameen Warsi

# Stress



Stress is a feeling of emotional or physical tension. It can come from any event or thought that makes you feel frustrated, angry, or nervous. Stress is your body's reaction to a challenge or demand.

# Work Stress



Work-related stress is the response people may have when presented with work demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope. Stress occurs in a wide range of work circumstances but is often made worse when employees feel they have little support from supervisors and colleagues, as well as little control over work processes.

# Pressure, Challenge or Stress?



There is often confusion between pressure or challenge and stress, and sometimes this is used to excuse bad management practice.

Pressure at the workplace is unavoidable due to the demands of the contemporary work environment. Pressure perceived as acceptable by an individual may even keep workers alert, motivated, able to work and learn, depending on the available resources and personal characteristics. However, when that pressure becomes excessive or otherwise unmanageable it leads to stress.

# Workplace Stressors

## Common Workplace Stressors



# How to Manage Stress?



# Work Stress Management

- **Start Your Day off Right**
- **Track Stressors**
- **Develop healthy responses**
- **Establish boundaries**
- **Take time to recharge**
- **Learn how to relax**
- **Talk to your supervisor**
- **Get some support**
- **Stay Organized**
- **Keep perfectionism in check**

# Time Management



Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves the balancing of various demands upon a person relating to work, social life, family, hobbies, personal interests, and commitments with the finite nature of time.



# Barrier's of Time Management



# Barrier's of Time Management

- Too many tasks in schedule
- Too many interruptions
- Lack of priority
- Procrastination
- Fear of failure
- Lack of organization
- Lack of a strategic direction
- Unable to say (NO!)

# Barrier's of Time Management

- **Emotional Barriers**

Feeling there are rigid standards for how things should be done, fear of failure, or second guessing oneself blocks people from being productive.

- **Avoidance and Reinforcement**

A person avoids activities that cause distress, discomfort, or anxiety. However, avoidance will probably make the responsibility increase (e.g. you skip class and then you have more to catch up on)

- **Passive Aggressive Behaviour**

Not completing tasks due to hostile feelings toward another person and a desire to punish that person but putting things off. This may involve not wanting to confront a person directly or not wanting to confront your own feelings. In the end, feelings of anger or consequences could be targeted at you for not completing the work.

# Barrier's of Time Management

- **Habits**

People may procrastinate so frequently that it can become a habit. Making excuses for not managing time well can become a habituated response “I am too tired,” “I don’t feel like it,” “I need to check facebook.”

- **Attention Problems**

People with attention problems (such as ADD or ADHD) may suffer from inattention and distractibility, hyperactivity, including inability to stay focused on tasks, shifting from one activity to another, seeming to get bored easily, and being susceptible to distraction by irrelevant sights and sounds.

- **Emotional distraction**

People may be distracted from doing their work due to stressful emotional circumstances in their life, for example, relationship problems, facing a loss or traumatic event, stress due to financial problems.

# Effective Time Management



# ABCD analysis

A technique that has been used in business management for a long time is the categorization of large data into groups. These groups are often marked A, B, C and D—hence the name. Activities are ranked by these general criteria:

- **A** – Tasks that are perceived as being urgent and important,
- **B** – Tasks that are important but not urgent,
- **C** – Tasks that are unimportant but urgent,
- **D** – Tasks that are unimportant and not urgent.

Each group is then rank-ordered by priority - to further refine the prioritization, some individuals choose to then force-rank all "B" items as either "A" or "C". ABC analysis can incorporate more than three groups.

# Pareto analysis

The Pareto principle is the idea that 80% of consequences come from 20% of causes.

Applied to productivity, it means that 80% of results can be achieved by doing 20% of tasks.

If productivity is the aim of time management, then these tasks should be prioritized higher.

# POSEC

POSEC is an acronym for "Prioritize by Organizing, Streamlining, Economizing and Contributing". The method dictates a template which emphasizes an average individual's immediate sense of emotional and monetary security. It suggests that by attending to one's personal responsibilities first, an individual is better positioned to shoulder collective responsibilities.

- Inherent in the acronym is a hierarchy of self-realization, which mirrors Abraham Maslow's hierarchy of needs.
- 1.** Prioritize your time and define your life by goals.
  - 2.** Organize things you have to accomplish regularly to be successful (family and finances).
  - 3.** Streamline things you may not like to do, but must do (work and chores).
  - 4.** Economize things you should do or may even like to do, but they're not pressingly urgent (pastimes and socializing).
  - 5.** Contribute by paying attention to the few remaining things that make a difference (social obligations).



# Software Applications

- Many companies use time tracking software to track an employee's working time, billable hours, etc., e.g. law practice management software.
- Many software products for time management support multiple users. They allow the person to give tasks to other users and use the software for communication and to prioritize tasks.
- Task-list applications may be thought of as lightweight personal information manager or project management software.
- Modern task list applications may have built-in task hierarchy (tasks are composed of subtasks which again may contain subtasks), may support multiple methods of filtering and ordering the list of tasks, and may allow one to associate arbitrarily long notes for each task.