



## Happiness and Wellbeing Centre Jigme Namgyel Engineering College



### Introduction

To combine the demands of different areas of life and live a balanced routine is a common challenge to everyone. Courses, extra-curricular activities, family, friends, and taking care of self can feel like too much and can sometimes feel overwhelmed and lost. The degree to which you feel in control of your time and your life is a major determinant of your level of inner peace, harmony, and mental well-being. A feeling of being “out of control” of your time is the major source of stress, anxiety, and depression.

Therefore, your self-esteem is largely determined by the way you use your life and time in the development of your full potential. Your self-esteem increases when you are working efficiently, and your self-esteem goes down when you are not.

What handout is about?

The hand out will

- Help you understand the importance of planning and organizing your time more efficiently
- Help you self-reflect your current time management habits so that you can make them more effectively serve your needs and goals
- Help you create calendar, to organize all activities and events on time
- Provide you some time management tips.

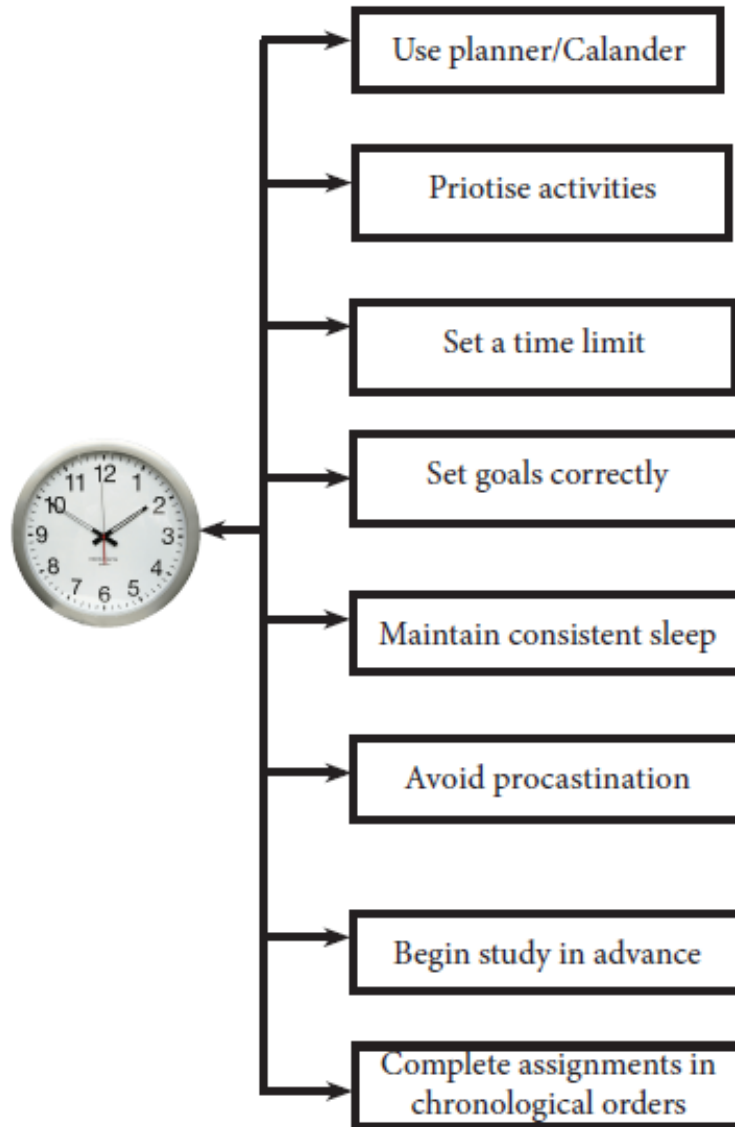
### Planning

A good planning supports students in their role of self-regulated learners. In order to ensure good planning, it is vital for individual to develop calendar describing detailed activities against the time. Following are some planning tips for students.

Types of Planning	Useful for	Includes
Daily Planning	Revisions, attending classes and official events	Waking up on time, breakfast, lunch, class, sports, dinner, sleep on time at night.
Weekly Planning	Teaching and Learning	Classes, study time, Leisure time
Monthly Planning	Revisions and Examination	End Semester and Mid Term Examination
Yearly Planning	On Job Training, Project Work, Internship	Deadlines



## Time Management Tips for students





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### **Stress Management**

Stress is the body's reaction to any change that requires an adjustment or response. The body reacts to these changes with physical, mental, and emotional responses. Stress is a normal part of life. Even positive life changes such as a promotion, a mortgage, or the birth of a child produce stress. However, some people who enter into new life or taking up of extra responsibilities lead to stressful life which give part to dysfunctions of one's lives such as loss of mental concentration, extreme anger and frustration, family conflict, depression and also serious health effects. In the nut shell, what stresses one person out may not faze the next person based on the way in which they perceive the stressor. Therefore, it is important to understand the causes and effects of stress, as well as how to identify your own stressors and ways to properly manage your stress.

### **Symptoms of Stress**

Following are the different symptoms of stress. Difficulty and excessive sleeping, weight gain or loss, stomach pain, irritability, panic attack, headaches, difficulty concentrating, sweaty hand or feet, heart burn, social isolation, fatigue, nausea, feeling overwhelmed and obsessive or compulsive behavior.

### **How to accesses your stress**

The symptoms of stress can be experienced mentally, physically, emotionally and behaviorally. If you can assess your stress level, then you can seek help from rightful person (health care provider, counsellors, family and friends) and can also manage by yourself.



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Stress Warning Sign & Symptoms	
<b>Cognitive Symptoms</b> <ul style="list-style-type: none"><li>• Memory Problems</li><li>• Inability to concentrate</li><li>• Poor Judgment</li><li>• Seeing only negative</li><li>• Constant worrying</li></ul>	<b>Emotional Symptoms</b> <ul style="list-style-type: none"><li>• Moodiness</li><li>• Short temper or irritability</li><li>• Agitation, inability to relax</li><li>• Feeling overwhelmed</li><li>• Sense of loneliness &amp; isolation</li><li>• Depression</li></ul>
<b>Physical Symptoms</b> <ul style="list-style-type: none"><li>• Aches and pains</li><li>• Diarrhea and constipation</li><li>• Nausea, dizziness</li><li>• Chest pain, rapid heart beat</li><li>• Loss of sex drive</li><li>• Frequent colds</li></ul>	<b>Behavioral Symptoms</b> <ul style="list-style-type: none"><li>• Uneven eating</li><li>• Uneven sleeping</li><li>• Isolation</li><li>• Procrastinating responsibilities</li><li>• Using addictive substances</li><li>• Nervous habit</li></ul>



## Stress Management Techniques

- 1 Be Observant**  
Recognize the signs of your body's response to stress, such as difficulty sleeping, increased alcohol and other substance use, being easily angered, feeling depressed, and having low energy.
- 2 Talk to health professional or counsellor**  
Don't wait for your health care provider to ask about your stress. Start the conversation and get proper health care for existing or new health problems. Effective treatments can help if your stress is affecting your relationships or ability to work.
- 3 Get regular exercise**  
Just 30 minutes per day of walking can help boost your mood and improve your health.
- 4 Try a relaxing activity**  
Explore relaxation or wellness programs, which may incorporate meditation, muscle relaxation, or breathing exercises. Schedule regular times for these and other healthy and relaxing activities.
- 5 Set goals and priorities**  
Decide what must get done now and what can wait. Learn to say "no" to new tasks if you start to feel like you're taking on too much. Try to be mindful of what you have accomplished at the end of the day, not what you have been unable to do.
- 6 Stay connected**  
You are not alone. Keep in touch with people who can provide emotional support and practical help. To reduce stress, ask for help from friends, family, and community or religious organizations.