

# Rutgers Learning Centers

At Camden Campus

## *Stress Management = Time Management*

### Good Habits to Relieve Stress

1. **Discover the source of stress.** How? Try talking to a friend or using a journal to write about the times you feel stressed.
2. **Set reasonable goals for yourself.** Don't expect more from yourself than you will actually accomplish. Plan on what you *will* do, not on what you think you *should* do.
3. **Take time out to relax.** If you feel guilty about relaxing, schedule it. Also, if you work extra hard just before a break, you will feel as if you deserve it.
4. **Eat right.** Make sure to maintain a healthy diet. Minimize your consumption of caffeine and sugar; they increase your level of stress.
5. **Exercise.** Create a physical outlet for stress. Even a short walk can help you to relax.

### Good Habits for Time Management

1. **Prioritize.** Arrange activities or steps by working backwards from important deadlines.
2. **Break tasks into small units.** Even writing a huge paper or studying for a big exam is manageable if you separate the final product into smaller, individual tasks.
3. **Keep promises to yourself.** Do what you say you will do. One of the greatest sources of students' stress is procrastination.
4. **Avoid interruptions.** Create or find an environment that allows you to be master of how you spend your time.
5. **Be flexible.** The best plans will sometimes have to change. Realize that you can work around unexpected events. Use a weekly schedule that shows every hour of every day. Block out your courses, job and personal obligations, required study times and other activities. Most people discover that managing time creates time to get everything done.

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

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