

Stress effects and management proposal essay sample



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Effective time management is a key component to academic, business and personal success. Learning to manage ones time effectively can be somewhat of an obstacle for people that are trying to manage school, work, and family. Many individuals believe that there is just not enough time in the day to complete all the needed tasks successfully. When it comes to effective time management it is important to adopt skills and tools that will fit one's personal lifestyle. No two people are the same, so it is important to research various approaches to effective time management to determine which one will be most beneficial. Description of Time Management

Adopting effective time management skills can help relieve some of the stress brought upon by a chaotic schedule (Carter, Bishop, & Kravits, 2007). Setting goals plays a large role in effective time management. For an individual to achieve his or her goals it is imperative that he or she develop a plan to carry out that goal, which requires effective time management skills. It is important to research different methods and approaches to develop a proper time management plan. There are several ways of gathering this information, which can include news articles and libraries. Instructors and teachers can also be a good source of advice and information. It is important to evaluate the information carefully. Ask questions to determining the validity of information gathered via research. It is also important to gather information from trusted sources that have a list of references pertaining to the information that they are offering. Once this process has been completed the individual can formulate an effective time management plan. Identifying personal time-related needs and preferences is the first step in developing an individualized time management plan (Carter, Bishop, & Kravits, 2007).

The best way to do this is to set up a schedule that incorporates all necessary aspects of one's life. This can include schoolwork, family life, and work obligations. Prioritizing is an important part of creating a time effective schedule. By creating a personal time profile, one can determine the most productive part of each day which will assist in the development of an effective schedule based upon personal needs. Procrastination is the main cause of unsuccessful time management. Avoiding necessary obligations until last minute will result in increased stress levels. To develop proper time management skills one must learn to avoid procrastination at all costs. The ability to be flexible is equally important as life is unpredictable. Effects of stress on physical and psychological health

Procrastination is related to poor time management skills and can be associated with being overcommitted with activities; this can lead to being overwhelmed by tasks or feeling uncertain about personal priorities and goals (Donatelle, 2010). By utilizing effective time management individuals will relieve the anxiety and stress of being overcommitted. Once time is effectively managed individuals will also have more "me" time for leisure activities which will also in turn reduce the stress of everyday life. Personal Experience

Prior to starting courses at the University of Phoenix Online I was become much stressed about working full time and going back to school while still maintaining my social life. I knew I needed to make some changes in order to reduce my stress and be successful in both my education and my career. I spoke with my boss who was a former University of Phoenix graduate and she stressed the importance of effective time management. Through <https://assignbuster.com/stress-effects-and-management-proposal-essay-sample/>

carefully planning and dedication I now make a weekly agenda of obligations that must be met. I prioritize appropriately and make adjustments as needed. This has been a great stress reliever as it has reduced procrastination tremendously. Since implementing time management I am productive in my career and social life while maintain an A average in school. Time management has been so successfully in reducing my stress and making me more productive that I do not feel an additional stress management technique would be as beneficial for myself. Ranked Stress Management Techniques

Stress managements techniques are individualized. What works for one person may not work for another. I have found that time management has worked very well for me. Another effective and easy stress management technique is to simply slow your breathing pattern and focus on what is happening right now. In addition, you may find exercise relaxing, such as yoga or walking outside. These are inexpensive and most people have access to them on a regular basis. I personally do not find exercise relaxing and feel it causes me stress therefore I would rank yoga and exercise at the bottom for my personal stress management techniques. Conclusion

Stress management is a key skill that anyone may master if given enough practice. It is about finding what works for you and being dedicated. .

References

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