

STRESS LESS... FOR SUCCESS





Objectives

After this workshop, you should....

...have a better understanding of what stress is

...be able to identify how stress negatively impacts health

...be able to apply 1 new stress prevention, management or coping strategy into your life

...understand why it's important for us and our students that we understand how to handle stress



Agenda

What is Stress?

How stress affects the body

How to prevent and manage

- Prioritizing

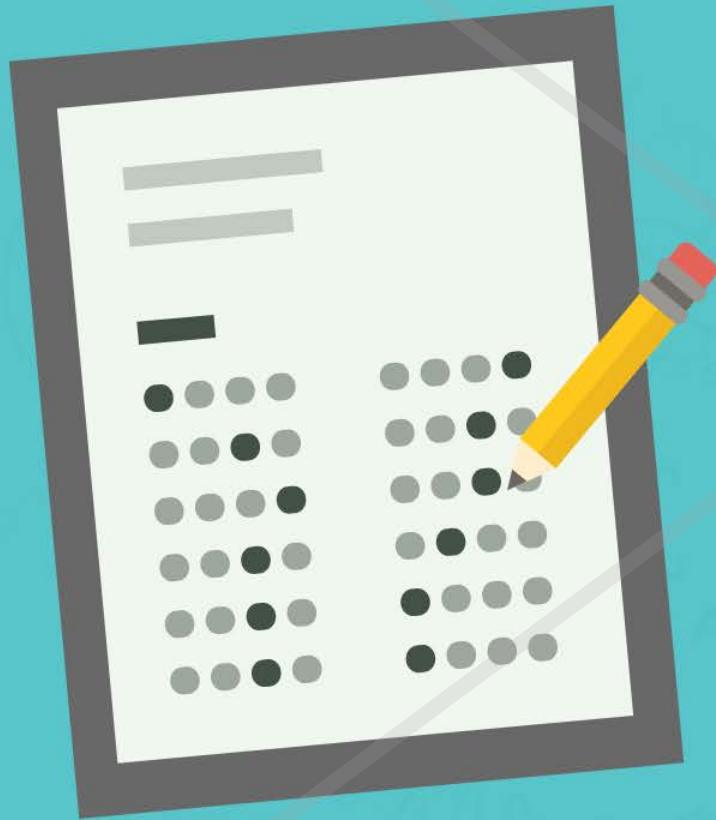
- Pomodoro Method

- Organization

- 5 Steps

Coping Skills

Working with Students



STRESS SELF-ASSESSMENT

WHAT IS STRESS?

WHAT IS STRESS?



Biological



Psychological

Title Here

GENERAL ADAPTATION SYNDROME

G.A.S.

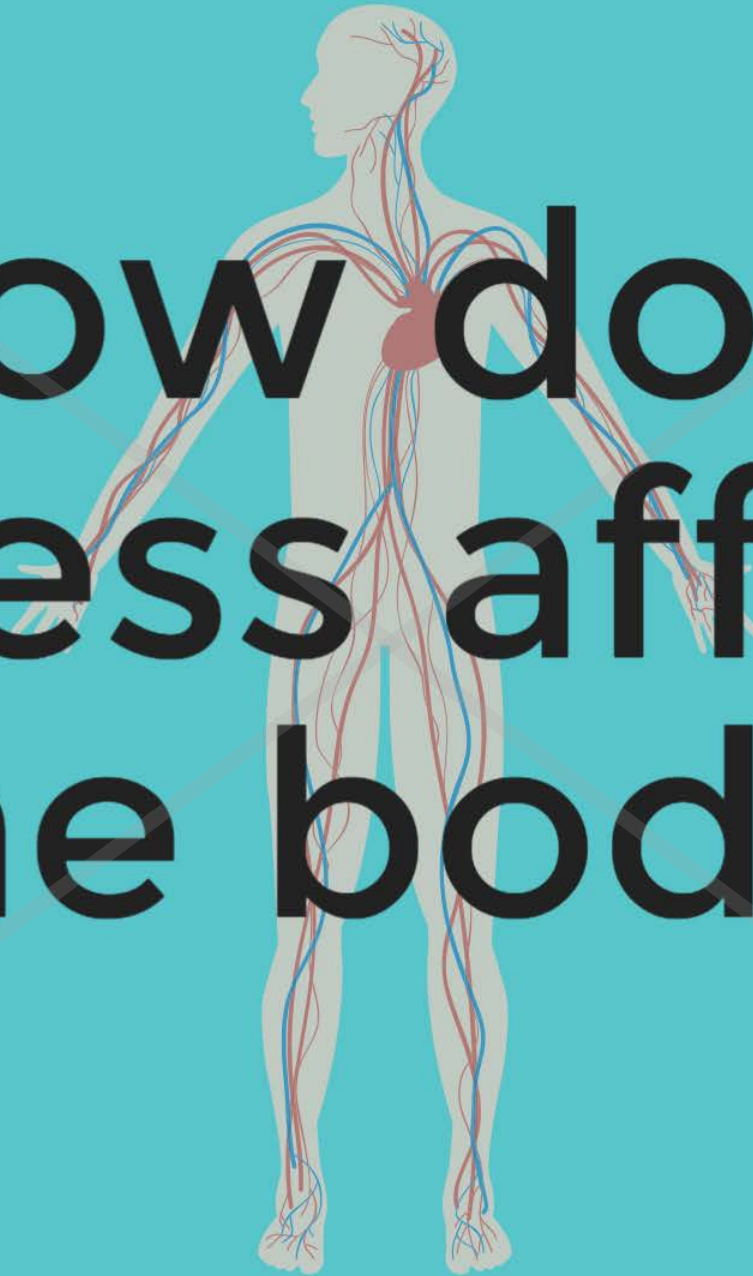


Is stress
good or
bad?

CAN
STRESS
KILL
YOU?



**How does
stress affect
the body?**



Brain & Nerves

Headaches, depression, irritability, insomnia, memory problems, anxiety, appetite changes, trouble concentrating

Skin

Acne and other skin problems

Cardiovascular

Tachycardia, rise in blood pressure, increased risk of high cholesterol, and heart attack

Reproductive

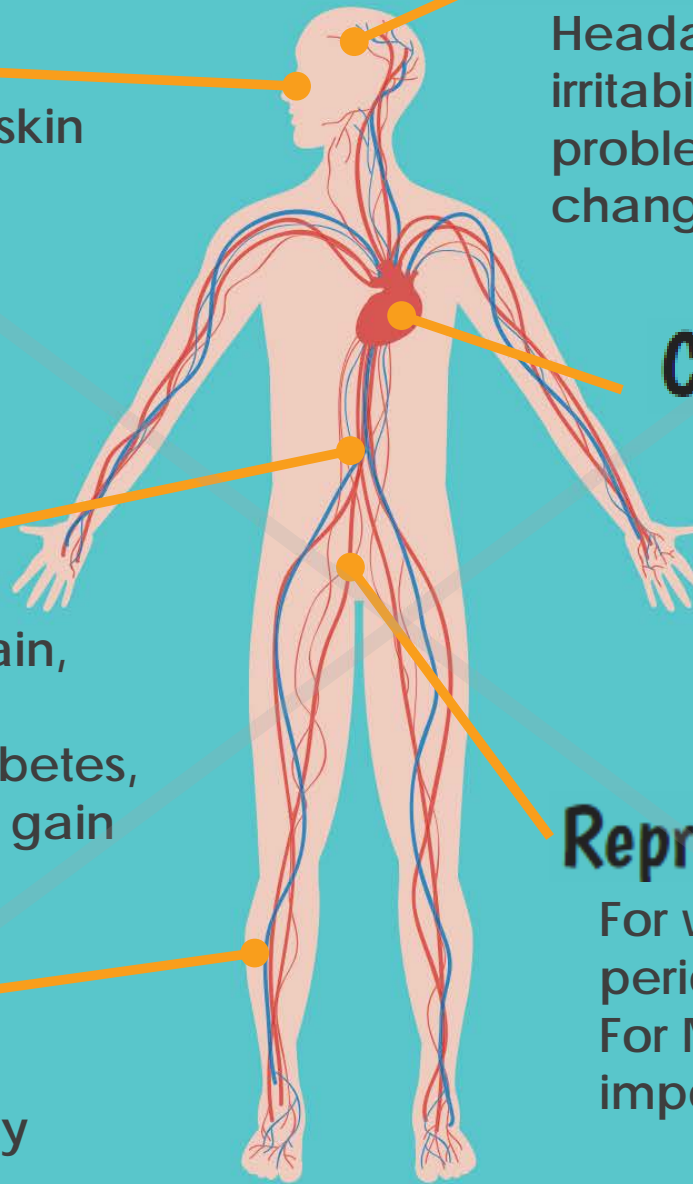
For women: Irregular or painful periods, reduced libido
For Men: reduced sperm count, impotence, reduced libido

Digestive

Nausea, stomach pain, heartburn, diarrhea, increased risk of diabetes, constipation, weight gain

Muscles & Joints

Muscle aches and tension (particularly in the back, shoulders, and neck)



Maintaining Good Health



EXERCISE



sleeping well



well-balanced diet





Energy Levels



on fire



vibrant



cruise
control



at 70%



distracted



slowing
down



tired



hungry

Learn to say "no"

Try me last minute



I know someone else

Set boundaries



Time Management - The Pomodoro Method



pick a task



set timer to 25
minutes



get to work



stop when
time is up



record your
progress



take a 5 min.
break!



back to work!
(repeat steps)



every 4th
pomodoro
take a 15-30
min break

Activity



FIVE STEPS

FIVE SIMPLE STEPS THAT APPLY ORDER
TO CHAOS



CAPTURE

01

CAPTURE

COLLECT WHAT HAS YOUR ATTENTION



CLARIFY

02

CLARIFY

PROCESS WHAT IT MEANS



ORGANIZE

03

ORGANIZE

PUT IT WHERE IT BELONGS



REFLECT

04

REFLECT

REVIEW FREQUENTLY



ENGAGE

05

ENGAGE

SIMPLY DO



CAPTURE

01

CAPTURE

COLLECT WHAT HAS YOUR ATTENTION

COLLECT WHAT HAS YOUR ATTENTION

Use an in-basket, notepad, or voice recorder to capture 100% of everything that has your attention. Little, big, personal and professional--all your to-do's, projects, things to handle or finish.





CLARIFY

02

CLARIFY

PROCESS WHAT IT MEANS

PROCESS WHAT IT MEANS

Take everything that you capture and ask: Is it actionable? If no, then trash it, incubate it, or file it as reference. If yes, decide the very next action required. If it will take less than two minutes, do it now. If not, delegate it if you can; or put it on a list to do when you can.





ORGANIZE

03

ORGANIZE

PUT IT WHERE IT BELONGS

PUT IT WHERE IT BELONGS

Put action reminders on the right lists. For example create lists for the appropriate categories--calls to make, errands to run, emails to send, etc.





REFLECT

04

REFLECT

REVIEW FREQUENTLY

REVIEW FREQUENTLY

Look over your lists as often as necessary to determine what to do next. Do a weekly review to clean up, update your lists, and clear your mind.





ENGAGE

05

ENGAGE

SIMPLY DO

SIMPLY DO

Use your system to take appropriate actions with confidence.



How to cope with stress



**progressive
muscle
relaxation**



**breathing
exercises**



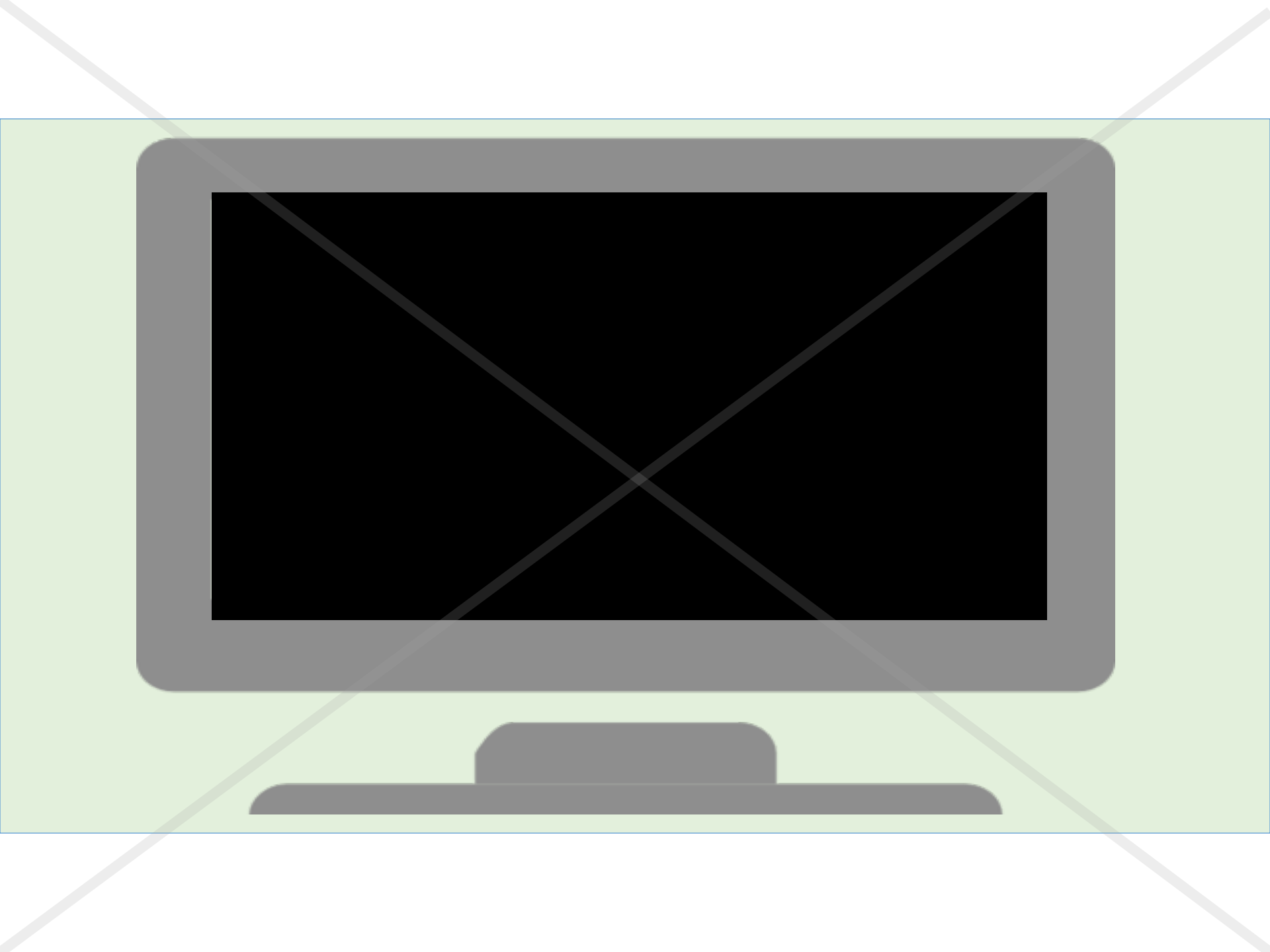
Relaxation Techniques

**oxytocin inducing
activity**



aromatherapy





Student Resources

● Counseling And Psychological Services (CAPS) ●



Counseling



Psychiatric
Services



Triage



Support
Groups



**Call us at
323-343-3314**

Student
Health
Center

Other Services

Massage Therapy

\$25/hour
\$15/half hour
(323) 343-3302



Chiropractic Clinic

\$10 evaluation
\$5 visits

(323) 343-3302



Health Promotion

Workshops
Events
Information



Mind Matters

Therapy Dogs
Video Series
Podcasts

www.calstatela.edu/mindmatters

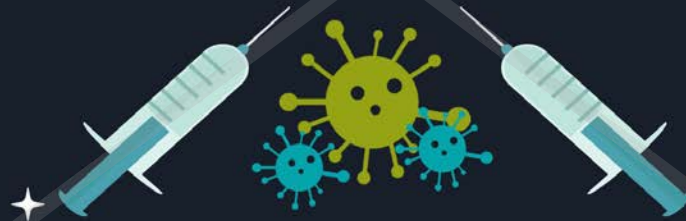


**MAY THE VACCINE
BE WITH YOU**

FLU

THE VIRUS AWAKENS

WARS



**Don't let the FLU get YOU! The flu shot is
the best way to prevent the flu and stay
healthy this season!**

**Make an appointment to get your flu shot at
the Student Health Center
(323) 343-3302**

\$5.00 FOR ENROLLED STUDENTS

\$20.00 FOR FACULTY AND STAFF

References

- Allen, D. (2015). *Getting Things Done*. New York, NY: Penguin Publishing Group.
- Cirillo, F. (n.d.). The Pomodoro Technique® - proudly developed by Francesco Cirillo | Cirillo Consulting GmbH. Retrieved from <https://francescocirillo.com/pages/pomodoro-technique>
- Selye, H. (1950). Stress and the General Adaptation Syndrome. *British Medical Journal*, 1383-1392.
- Tovian, S., Thorn, B., Coons, H., Labott, S., Burg, M., Surwit, R., & Bruns, D. (n.d.). Stress Effects on the Body. Retrieved June 13, 2018, from <http://www.apa.org/helpcenter/stress-body.aspx>