

# Time Management

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### MCRHRDIT, HYDERABAD

- TIME IS MONEY . It is your *most precious asset*.
- You can make money; you can't make time.
- *Time once lost cannot be regained* .
- Introspect and ask yourself some questions

# Time Management Questionnaire

**Always=1, Usually=2, Sometimes=3, Never=4**

1. I plan to be 5 to 10 minutes early for all appointments\_\_\_\_\_
2. I feel in control of time while at work and at home\_\_\_\_\_
3. I have clear and distinct written goals (AIM) for all areas of my life\_\_\_\_\_
4. I believe that today is the only time to act\_\_\_\_\_
5. I adopt the attitude of doing my best in the present moment\_\_\_\_\_

# TMQ

**Always=1, Usually=2, Sometimes=3, Never=4**

6. I know which of my activities are the high value-producing ones \_\_\_\_\_
7. I work on the highest priority tasks throughout the day \_\_\_\_\_
8. I use goal setting to determine my most important activities \_\_\_\_\_
9. I finish one job or task before going on to the next \_\_\_\_\_
10. I start and finish projects on time \_\_\_\_\_

# TMQ

**Always=1, Usually=2, Sometimes=3, Never=4**

11. I am not reactive and operate according to a plan\_\_\_\_\_

12. I make a daily to do list and refer to it several times a day\_\_\_\_\_

13. For each activity, I ask myself “Is this the best use of my time right now” \_\_\_\_\_

14. I seek to do the most valuable thing\_\_\_\_\_

15. I find that doing everything myself is very inefficient\_\_\_\_\_

# TMQ

**Always=1, Usually=2, Sometimes=3, Never=4**

16. I try to schedule the most difficult work during my most productive times \_\_\_\_\_

17. I am aware of deadlines and schedule my work to meet them in time \_\_\_\_\_

18. I do not put off tasks that are difficult or tasks I do not like \_\_\_\_\_

19. I easily overcome procrastination (postponing) \_\_\_\_\_

20. I try to delegate work in order to make more time for myself \_\_\_\_\_

# TMQ

**Always=1, Usually=2, Sometimes=3, Never=4**

21. I take action to minimise interruptions on my time \_\_\_\_\_

22. My meetings and activities are well organized and efficient \_\_\_\_\_

23. I schedule time for physical exercise at least three times per week \_\_\_\_\_

24. I have sufficient time available to spend with my family and other recreational activities \_\_\_\_\_

25. I organize my desk to prevent clutter (untidy) \_\_\_\_\_

Winners in life use their time well

- ***Time management is really life management.***
- All winners in life use their time well.  
***All poor performers in life use their time poorly.***
- ***People who manage their time well feel positive, confident, and in charge of their lives.***

# COMMON TIME MANAGEMENT PROBLEMS : PROCRASTINATION

- Procrastination : *Putting off the doing of something intentionally and habitually*
- Next day/Next week
- Avoid doing a task that needs to be done
- ***“PROCRASTINATION IS THE THIEF OF TIME.”***
- ***We always tend to procrastinate on our high value tasks***



# COMMON TIME MANAGEMENT PROBLEMS : POOR DELEGATION

- Do not spend time on a work that can be done ,to a satisfactory level, by your subordinate.

# COMMON TIME MANAGEMENT

## PROBLEMS : Multitasking

- Some people feel that they are quite capable of *performing at high levels of productivity* while they are working on several tasks at once.
- The studies have now proven that this idea is totally false.
- *Avoid multitasking*

# Tendency=Follow the path of least resistance

- Because of the *natural tendency for each person to follow the path of least resistance and to settle into a comfort zone,* it is normal and natural for people to begin with *small, easy, fun, enjoyable,* and usually unimportant tasks and activities at the beginning of the day.
- Whatever you start doing at the beginning of the day *quickly becomes the pattern that you will follow in the hours ahead.*

# COMMON TIME MANAGEMENT

## PROBLEMS : MEETINGS

- ***Meetings are necessary evil; distractions from one's regular work.***
- Agenda should be definite. Every one should receive the agenda and relevant papers well in advance.
- **Keep in mind- COST of the meeting**

Hold stand-up meetings

- *The best and most efficient meetings are stand-up meetings. You can hold this type of meeting, perhaps in your office, only no one sits down and whatever needs to be discussed is discussed quickly and succinctly so that everyone can get back to work.*

# TOOLS/TECHNIQUES FOR TIME MANAGEMENT

**Setting SMART goals - make sure the goals you set for yourself are Specific, Measurable, Attainable, Relevant, and Time-bound.**

## Plan your day in advance

- Planning is the first, the best, and most proven of all time management techniques.
- Firstly, because it *helps to properly organize your work.*
- Secondly, because it *gives you a detailed insight into all the things you need to do.*

Make Written Plans(*think on paper*)

- ***ALL SUCCESSFUL TIME managers are good planners.***
- There is a rule that ***every minute spent in planning saves ten minutes in execution.***



## Follow the 80/20 Rule

- Italian economist Vilfredo Pareto concluded that the 80/20 rule seemed to apply to money, property, and the accumulation of fortunes in every society.
- **Select the top 20 percent of tasks which have 80% Value.**

## Create Your Daily “To-Do” List

- **All successful time managers think on paper and work from a daily list of activities.** Just as a pilot uses a checklist before every takeoff, **effective executives take a few minutes to create a “to-do” list before they begin each day.**
- **Strike off each item when completed**

# The ABCDE Method

- Begin by making a list of everything you have to do the following day. Then, write an A, B, C, D, or E next to each item on your list before you begin work.
- **An item that's marked A is something you must do.** It is something that is important and there are **serious consequences for either doing it or not doing it.**
- B items are those that have **mild consequences for doing (or not doing)**
- C value tasks are no value or little value tasks

# D=Delegate/E=Eliminate

- A ***D activity is something that you can delegate to someone else.***
- An ***E activity is something that you should eliminate altogether***
- ***One of the very worst uses of time is to do something very well that need not be done at all***

# URGENT AND IMPORTANT

- **QUADRANT 1: URGENT AND IMPORTANT**
- **QUADRANT 2: IMPORTANT, BUT NOT URGENT**
- **QUADRANT 3: URGENT, BUT NOT IMPORTANT**
- **QUADRANT 4: NOT URGENT AND NOT IMPORTANT**
- Q= each of four quarters of a circle

# Eat the frog

- Brian Tracy's "Eat that Frog" comes from a Mark Twain saying "*Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day.*"
- **Your frog is your MOST DIFFICULT AND MOST IMPORTANT TASK.**
- *Knowing that you've completed that most dreaded thing will give you the momentum to keep going and will give you a sense of empowerment.*

## Determine Your Key Result Areas

- **Developing absolute clarity about your key result areas.** Your key result areas are those things that **you have been hired to do, accomplish, or achieve.**
- **These are the tasks that fulfill your responsibilities to your organisation and to yourself.**

# Key Result Area (KRA)

A key result area (KRA) can be defined as having three specific qualities:

1. It is something that you **absolutely, positively must do to fulfill the responsibilities and demands of your job.**

2. It is **something for which you are 100 percent responsible. If you do not do it yourself, there is no one else who can or will do it for you.**

3. It is **something that is completely under your control.**

If you are not sure exactly what your key result areas might be, go to your boss and ask. Ask your boss, “**Why, exactly, am I on the payroll?**”



# Boss's KRA's

- No matter where you are in your organization chart, you need to know two things:
  - *First, what are your boss's key result areas?*
  - *Second, you need to know what your own key result areas are.*
- Furthermore, *each person who reports to you must know the answer to this question about you as well.* Each of your subordinates must also know what their key result areas are, *IN ORDER OF IMPORTANCE, AND WHEN THEY NEED TO BE ACCOMPLISHED.*

# Concentrate Single-Mindedly

- **CONCENTRATION AND single-handling** are essential requirements for all great achievement.
- **Concentration means that once you start on your most important task, you resolve to persevere without diversion or distraction.**<sup>26</sup>

# CHANGE YOUR INNER DIALOGUE (AUTO SUGGESTION)

- The first is to change your inner dialogue. Ninety-five percent of your emotions, and your eventual actions, are determined by the way that you talk to yourself most of the time.
- *Repeat to yourself, “I am well organized and highly productive.”*
- Whenever you say that “I am well organized,” your *sub conscious accepts these words as a command and begins to motivate and drive you toward actually becoming well organized in your behaviors.*

# Mental Programming(AUTO SUGGESTION)

- “Do it now!” “Back to work”
- Whenever you find yourself procrastinating on an important task, repeat to yourself, with energy and enthusiasm, “Do it now! Do it now! Do it now!”
- **THE HARDER I WORK THE GREATER MY SUCCESS**

Most valuable use of my time(guide)

- **“WHAT IS THE most valuable use of my time right now?”**
- **Ask it over and over again until it becomes an automatic guide that motivates and drives you to focus on your highest-value task or activity.**
- **Affirm over and over to yourself that “I am an excellent time manager.”**

# Completing Larger Tasks

- Henry Ford once wrote, “Any goal can be achieved if you break it down into enough small parts.”
- Divide your task into “bite-size pieces.” Take a piece of paper and write down every small part of the task that you have to do, in sequence, from the first little job to the final job that completes the task.
- **Chunk Activities: Break a big job into smaller tasks**

# Pomodoro Technique

- Developed in the late 1980s by Francesco Cirillo, the Pomodoro Technique is centred on the idea **that work should be broken down and completed in intervals separated by short breaks.** That is, you work for 25 minutes, then take a five minutes break. Each of these 25-minute periods is called a “Pomodoro”. After 4 Pomodori, you take a longer break of 15–20 minutes. Of course, nothing should interrupt an ongoing Pomodoro.
- The philosophy behind this technique is simple — **frequent breaks can improve mental agility, letting you feel refreshed and recharged, ready to tackle new tasks.**

# Keep a time log(KNOW WHERE YOU'RE WASTING TIME)

- *What is stealing your time?* Are you spending too much surfing the web, reading email, posting on Facebook, texting or making personal phone calls?
- *Track your daily activities to see how much time you are wasting and where you wasting it.* This will give you an accurate picture of how much time you spend on your daily activities and knowing that is the first step to effective time management.
- *Advise the same to your subordinates*



Act “As If” = already good time manager

- ***The best way to program yourself is to act “as if” you were already a good time manager. Think of yourself as being well organized in everything you do. If you were already excellent in time management, how would you behave?***

# **Cultivate self discipline/will power**

- Self discipline is the ability to do something ought to be done when you do not feel like doing it**
- Self discipline is the willingness to accept discomfort**
- Will power is the ability to tolerate pain**
- Will power is the ability to resist temptations**
- Will power is the ability to carry out unpleasant tasks**

# Disciplined Mind X Undisciplined mind

PAIN versus PLEASURE(easy/fun/enjoyable)

PAIN NOW for GREATER PLEASURE LATER

- Whichever mind exerts more force wins the battle.
- Whichever mind is fed more becomes stronger
- Every weakness in self discipline weakens every other discipline
- Every exercise of self discipline strengthens every other discipline
- *The more you exercise will power the more will power you will gain and your will power multiplies*

# Don't Compromise on Quality of Life

- The first is the quality of your *inner life*: how well you get along with yourself, how much you like yourself, and how good you feel about your character and personality.
- The second area is your *health*.
- Finally, and most important of all, take time for your *relationships*. Never allow yourself to get so caught up in your work that you ignore the primacy of those key *relationships with your spouse, children, and close friends.*

# Concluding thoughts

- Do not let your subordinate come to you with problems unless they bring their proposed solutions.
- Add times for relaxation and recreation in your schedule.
- Living 100% in the present improves your work output
- As the management guru *Peter Drucker said,*  
*“Efficiency is doing things right; effectiveness is doing the right things.”*
- *Transform Yourself Into a Time Management Master*
- *BRIAN TRACY= EAT THAT FROG*

# STRESS MANAGEMENT

- Stress can be defined as our *mental, physical, emotional and behavioural reactions to any perceived demands or threats.*
- *75% of the symptoms that doctors treat can be traced to stress*

# Stress Vulnerability Questionnaire

Always=4, Usually=3, Sometimes=2, Never=1

1. My deadlines are unachievable \_\_\_\_\_
2. I take negative feedback seriously \_\_\_\_\_
3. I do my work under a lot of tension \_\_\_\_\_
4. I have strained relationships at home/work \_\_\_\_\_
5. I do not sleep properly \_\_\_\_\_

# Stress Vulnerability Questionnaire

Always=4, Usually=3, Sometimes=2, Never=1

6. I feel sad and unhappy \_\_\_\_\_
7. I am competitive/aggressive and impatient\_\_\_\_
8. My income is inadequate to my needs\_\_\_\_\_
9. I have difficulty getting the help and support  
I need from my colleagues\_\_\_\_\_
10. I become frustrated at having to wait in a  
queue\_\_\_\_\_



# Stress Vulnerability Questionnaire

Always=4, Usually=3, Sometimes=2, Never=1

11. I am not particularly proud and satisfied with my job\_\_\_\_\_
12. I am in some problem or the other \_\_\_\_\_
13. I have irritation or anger if the car or traffic in front seems to be going too slowly\_\_\_\_\_
14. I eat, talk, walk and drive quickly\_\_\_\_\_
15. I tend to have arguments with superiors, colleagues or customers\_\_\_\_\_

# Stress Vulnerability Questionnaire

Always=4, Usually=3, Sometimes=2, Never=1

16. When interrupted at an activity, I respond with anger \_\_\_\_\_

17. I find fault and criticize others rather than praising, even if it is deserved \_\_\_\_\_

18. I seem to be listening even though preoccupied with my own thoughts \_\_\_\_\_

19. I have muscular aches in the neck, head, back & shoulders \_\_\_\_\_

20. I am unable to organize my time effectively \_\_\_\_\_

# Stress Vulnerability Questionnaire

Always=4, Usually=3, Sometimes=2, Never=1

21. I take alcohol, caffeine or drugs \_\_\_\_\_

22. I have problems with my boss and other superiors \_\_\_\_\_

23. I cannot spend time on interests/ hobbies outside of work \_\_\_\_\_

24. I have health/ medical issues and take leaves often \_\_\_\_\_

25. I play sport or games to win and not for fun \_\_\_\_\_

# Eustress

- This is called as *friendly stress or positive stress*/HEALTHY STRESS
- *Eustress is the positive stress that stimulates a person to function better.*
- *Stress also provides the sense of urgency and alertness needed for survival when confronting threatening situations (fight or flight).*

# **DISTRESS(Negative stress)-Characteristics**

- **Causes anxiety**
- Can be short- or long-term
- Is perceived as outside of our coping abilities
- **Feels unpleasant**
- **Decreases performance**
- **Lead to mental and physical problems**
- **Constantly under Fear/Worry**

# Symptoms/Signs Of Stress

- **Fear, worry & tension**
- **Irritability**
- **Inability to concentrate**
- **Feeling excessively tired**
- **Trouble sleeping**
- **Frequent headaches.**
- **Cold or sweaty hands and feet.**
- **Obsessive or compulsive behaviors.**
- **Social withdrawal or isolation.**
- **Irritability and angry episodes.**
- **Sweating palms**
- **Tight muscles that may cause pain and trembling**

# Typical behaviours when under stress:

- Stop looking after yourself (poor appearance)
- Biting nails & teeth grinding
- Putting things off
- Drinking alcohol more or smoking more
- Unable to sit still
- Having arguments with other people
- Talking more quickly
- Lack of peace, Lack of joy & impatience
- Chronic Fatigue

# Typical thoughts that go through your head when you are feeling stressed:

- I'm useless
- They're all looking at me
- They think I'm stupid
- I just want to get out of here
- What's the point in trying?
- Things never go right for me
- There must be something wrong with me



# Our Feelings=Typical feelings when you are feeling stressed includes:

- Sad
- Irritable
- Angry
- Fed up
- Anxious
- Panicky
- Little interest in anything
- Dislike yourself
- Feeling flat or low
- Easily upset
- Insecure
- Hopeless
- No enthusiasm or motivation

# Causes of stress/Stressors

Stressors are events or conditions that may trigger stress

## INTERNAL STRESSORS

- Mind Traps: Unrealistic expectations, taking things personally, negative thinking, exaggerating, excessive fear and worry
- Negative Self Talk: Pessimism, self-criticism, over-analysing.
- Lifestyle Choices: Intake of caffeine, tobacco, and other drugs, lack of sleep
- Stressful Personality Type: 'A' Type Personality

# EXTERNAL STRESSORS

- **Major Life Events:** e.g. divorce, loss of job
- **Organisational Rules:** e.g. deadlines, protocol, hierarchy, rules and regulations.
- **Workload:** Impossible workload/urgent deadlines/demanding boss
- **Social:** (interactions with other people) e.g. when someone else is rude, bossy, aggressive or doesn't listen to you
- **Conflict** in relationships with children or spouse.
- **Unpredictable events:** pay cut/rent hike/guests

# Type “A” Personality Characteristics

- Always Moves, Walks and Eats Rapidly.
- Feels impatient with the pace of things, hurries others, dislikes waiting.
- Does several things simultaneously.
- Feels guilty when relaxing.
- Tries to schedule more and more in less and less time.
- Uses nervous gestures such as clenched fist, banging the hand on the table.
- Does not have time to enjoy life.

# Type “B” Personality(less stress prone)

- Is Patient.
- Does not Brag (Brag=say something in a boastful manner).
- Plays for Fun, not to win.
- Relaxes without feeling Guilty.
- Has no Pressing Deadlines.
- Is mild-mannered.
- Is never in a hurry.

# Holmes and Rahe Social Readjustment Rating Scale (1967)

## THE LIFE EVENTS SCALES FOR STRESS(Life Event Value)

- ☐ Death of spouse 100
- ☐ Divorce 73
- ☐ Death of close relative 63
- ☐ **Marriage 50**
- ☐ Fired from job 47
- ☐ **Pregnancy 40**
- ☐ Relationship difficulties 39
- ☐ Change in finances 38
- ☐ Death of close friend 37
- ☐ Son/daughter leaving home 29
- ☐ Trouble with in-laws 29

# Stress caused by Boss

- Exhibiting Inconsistent Behaviors.
- Failing to Provide Support.
- Showing Lack of Concern.
- Providing inadequate Direction.
- *High Performance Demand*
- *Focusing on Negatives while ignoring Good Performance*

**WORK ATMOSPHERE**=Poor Lighting, Loud Noise, Improper placement of Furniture, and a Dirty and Smelly Environment can create Stress

# Self Generated Stress

(We create most of our own upsets)

- *Most of the stress we experience is self-generated*
- *Self-generated stress is something of a paradox, because so many people think of external causes when they are upset.*
- *Recognising that we create most of our own upsets is an important first step towards coping* with them



# Stress depends on

How an individual experiences Stress depends on

- *The Person's Perception of the Situation/Event*
- *The Person's Past Experience.*
- *The Presence or Absence of Social Support.*

**EVENT=REACTION**

**Permanent Employees v. Temporary Employees**

**Employee in a trade union environment feels more secure**

# ***STRATEGIES OF COPING WITH STRESS***

## **- a) AWARENESS & IDENTIFICATION OF THE SOURCES OF STRESS**

- The initial step in managing stress is awareness- to become aware of the **factors that create stress**
- Stress management starts with **identifying the sources of stress in our life**. To do so we need to look closely at our habits, attitude and excuses.
- **Accept that stress is a normal part of life**

## **b)BURY THE DEAD PAST**

- **Don't worry about the past**
- **THERE IS NO USE CRYING OVER SPILT MILK**
- **WHAT IS DONE CANNOT BE UNDONE**
- **DO NOT WORRY ABOUT WHAT HAS ALREADY HAPPENED AND THERE IS NOTHING YOU CAN DO NOW**
- ***IT IS NOT WHAT HAPPENS BUT HOW WE TAKE IT THAT MATTERS***
- ***Live in the present***
- ***Don't be anxious about the future***

## c)Re-framing

- Reframing is a way of changing the way you look at something and, thus, changing your experience of it. It can turn **a stressful event** into either highly traumatic or **a challenge to be bravely overcome**. Or, it can depict a **really bad day as a mildly low point in overall wonderful life**. Or, it can see a **negative event as a learning experience**.
- **You can not control what happens to you but you can control your attitude towards what happens to you**

# Reframe problems

- “What happens is not as important as how you react to what happens” – Thaddeus Golas
- Try to view stressful situations from a more positive perspective. Rather than fuming about a traffic jam, look at it as an opportunity to pause and regroup, listen to your favorite radio station, or enjoy some alone time

## d) 4-7-8 Deep breathing exercises

- Sit or lie down comfortably, inhale slowly through the nose and exhale through the mouth. *Exhalation should take twice as long as inhalation.*
- The **4-7-8 breathing** technique, also known as “relaxing **breath**,” involves **breathing** in for 4 seconds, holding the **breath** for 7 seconds, and exhaling for 8 seconds.

## e) A 5-Minute Breathing Meditation

- The most basic way to do *mindful breathing* is simply to focus your attention on your breath, the inhale and exhale.
- Mindful breathing is a very basic yet powerful mindfulness meditation practice. The idea is simply to focus your attention on your breathing—to its natural rhythm and flow and the way it feels on each inhale and exhale
- Some proponents claim that the method helps people get to sleep in 1 minute

# Relaxation Exercises

- Count backwards 99-11
- Relax, relax, and relax.
- Moving head from right to left, moving it upwards and downwards, bending towards right shoulder and the left shoulder / Side bending-Tilt towards shoulder/
- Imagine laughing with the person you prefer most to spend your time



# f) Laughter- Benefits

## Mental Health

### Benefits:

- Adds joy and zest to life
- Eases anxiety and fear
- Relieves stress
- Lighten your load mentally
- Activate and relieve your stress response.
- Produces a general sense of wellbeing.
- Improves your mood.
- Strengthens relationships

## Physical Health

### Benefits:

- Boosts immunity
- Lowers stress hormones
- Decreases pain
- Relaxes your muscles
- Prevents heart disease
- Soothe tension.
- Stimulate many organs.
- Laughter triggers the release of endorphins— body`s natural painkillers

# Laughter

- A good laugh helps oxygen and blood circulation, and with extra oxygen going to your brain, it will release endorphins which helps reduce stress and pain. Additionally, laughing reduces levels of cortisol, dopamine, and epinephrine, which are all hormones that causes stress.
- **Laugh and the world laughs with you.**
- **Laughter is the best medicine**
- **Join a laughter club**
- **Laugh in:** Start with “ho-ho-ho-ho” together. Then “he-hehe-he.” And then “ha-ha-ha.” Pretend to laugh. In no time the whole class will really be laughing

# g)Visualization

- **Navigate To Your Happy Place** :Close your eyes and think about a happy moment from your life, or a place which calms you down, where you feel at ease. Tap into all your senses, feel the ambiance, see the place, go through every detail of the place/memory.
- **Visualize memories you cherish**
- Visualize how to deal with a stressful situation before it occurs.
- Rehearse how you are going to handle it.
- Picture yourself being successful in coping with stress

## h) Act as if you are already happy

- The ultimate object of any human activity is happiness
- Happiness is often defined as a *pleasant emotional state that is characterized by feelings of contentment, joy, gratification, satisfaction, and well-being.*

This type of emotion is sometimes expressed through:

- **Facial expressions:** such as smiling
- **Body language:** such as a relaxed stance
- **Tone of voice:** an upbeat, pleasant way of speaking

## i) Sleep, eat, and exercise;

- Maintaining physical health – healthy lifestyle, balanced diet, and exercise — underpins overall mental wellbeing.
- ***Eat food that nourish you, exercise and get plenty of sleep***

# j) Don't postpone action/Procrastinate

- One of the best strategies for coping with stress is not to put off actions until tomorrow if you can do it today. *Coping with stress becomes more difficult when you defer*

## **k) Be organized;**

- Coping with stress is all about planning. You *can fail to plan or plan to succeed.*

*Organized time for work, family, hobbies, spiritual time, time with friends and time alone, time for exercise and time for relaxation*

*Effective Time Management helps*

## 1) Be realistic

- **Set realistic goals.**
- Emphasize **quality over quantity.**
- **Work at a leisurely pace, taking breaks often**



## m) Change your attitude

- **Think positive thoughts and say positive things**
- **Make a gratitude list** – what are you thankful for
- **Put your problems into perspective-** will you really care about the present difficulty in a month/a year
- **Deliberately reframe life's challenges**—ask yourself what opportunities they might present
- **Set worry periods**—only allow yourself to stress out for a short period of time a day instead of whole day long

# STRESS RELIEVERS

- Visualize being in a serene place
- Call a dear friend
- Journal about what makes you happy
- Unplug all tech
- Write down uplifting thoughts
- Listen to happy music /sing & dance
- Read something inspirational
- Practice Positive affirmations
- Participate in spiritual & religious activities
- Laugh at something you did

# TIPS

- **“Don’t compare yourself with any one in this world. If you do so, you are insulting your self”**  
*(Alen Strike)*
- **Eat lots of fresh fruit, veggies, bread and water; give your body the best for it to perform at its best.**
- **Forgive others, do not hold grudges and be tolerant; not everyone is as capable as you.**
- **Keep a positive attitude, your outlook will influence outcomes and the way others treat you.**
- **Relationships; nurture and enjoy them, learn to listen more and talk less.**

# HELPFUL TIPS

- Remember 'haste makes waste'.
- *William James* ~ **The greatest weapon against stress is our ability to choose one thought over another (best thoughts-Power of Positive thinking)**
- RELAX =Tell yourself to relax and you will
- ***Say to yourself, RELAX,RELAX,RELAX @ RELAX***
- Whenever you wait for a bus or train or in a car, train or bus, tell yourself to relax and you will relax.
- ***Practice laughter exercise when you are all alone, even if you get half a minute***
- ***Religious prayer= MEDITATION***

# OTHER HELPFUL TIPS

- No is a word you need to learn to use without feeling guilty.
- Outdoor activities by yourself, or with friends and families, can be a great way to relax.
- Analyse every problem(How to stop worrying and start living)
- Visualization- Creative Viztion by Shakti Guwain
- Auto Suggestion (Positive Self-talk)
- Rational emotive behaviour therapy
- Self-Hypnotism
- Meditation(MORE THAN 100 Benefits)
- Jacobson's Progressive Muscle Relaxation

# Serenity Prayer

**Some sources of stress are unavoidable.** You can't prevent or change stressors such as the death of a loved one, a serious illness, or a national recession. In such cases, the best way to cope with stress is to accept things as they are. Acceptance may be difficult, but in the long run, it's easier than railing against a situation you can't change

“Grant me the courage to change the things I can change, **the serenity (tranquility /calmness /peacefulness) to accept the things I can't change,** and the **wisdom to know the difference.**”-R. Niebuhr,

# Suggested Readings

- **Dale Carnegie=How to stop worrying and start living**
- **Norman Vincent Peale=The Power of positive thinking**
- **Paul Hauck=Why be afraid**
- **Shakti Gawain=Creative Visualization**
- **Jacobson's Progressive Relaxation Method**
- **pdfdrive.com**
- **Mail id=asramachandra@gmail.com**