

STRESS AND TIME MANAGEMENT IN HIGHER EDUCATION

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Abstract:

Stress is experienced when a body responds to any kind of excessive demand; stress can be caused by both good and bad experiences. When a body feels stressed by something around it, it reacts by releasing chemicals into the blood, which gives the body more energy and strength. This can be a good thing if the stress is caused by physical activity. Similarly, it can be a bad thing when stress is in response to an emotional instance and there is no outlet for this extra energy and strength. In this blog we will be discussing- the different causes of stress, how it affects you, the difference between 'good' or 'positive' stress and 'bad' or 'negative' stress, and some common facts about how stress affects people today. The key to effective stress and time management is to spend more and more time on activities that are important but not urgent and the least on activities. Successful people do not take stress but realize the value of time and use it effectively.



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Introduction:

“Times of stress are also times that are signals for growth, and if we use adversity properly, we can grow through adversity.” - Dr. Abraham Twerski

Stress is a part of day-to-day life. In our daily life, we are often exposed to situations that produce stress. The interpretation and reaction to events that cause stress are different for different people. Stress is a negative cognitive, emotional, behavioural and physiological process that occurs as a person tries to adjust. Organizational stress has become an important thing in studies, because many issues of great concern and psychological effects on people working in higher educations. Stress on the job is costly to employers because it leads to lower employee productivity, reduced motivation and increased errors in the teaching profession.

What is stress?

Stress is a psychological and physiological imbalance caused due to demanding circumstances and the individual's ability to meet those needs.

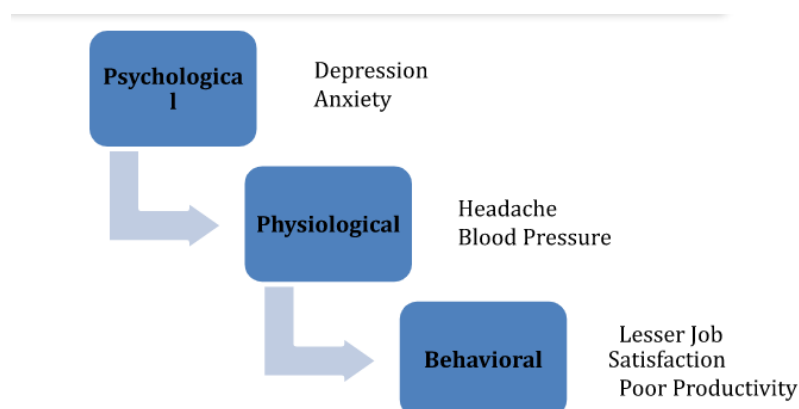
According to Pargman, "An uncertain reaction to external and internal factors". Means a negative or positive reaction to environmental stimuli. It is how the totality of your body relates to changes and new situations that present itself in the course of time. During such a period, vital organs such as heart rate, blood pressure, sexual organs, and respiratory rate in the body react speedily.

What are the Causes of Stress?

Stress as an unpleasant state of emotional and physiological arousal that individuals experience in situations that they perceive as dangerous or threatening to their well-being. However, stress is perceived in different ways and may mean different things to different individuals. It is perceived as events or situations that cause individuals to feel tension, pressure, or negative emotions, including anxiety and anger.

- Being unhappy in your job
- Having a heavy workload or too much responsibility
- Working long hours
- Having poor management, unclear expectations of your work, or no say in the decision-making process
- Working under dangerous conditions
- Being insecure about your chance for advancement or risk of termination
- Having to give speeches in front of colleagues
- Facing discrimination or harassment at work, especially if your company isn't supportive

What are the Consequences of Stress?



Time Management:

Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.

Time management is life management. It needs to take control of time and ensure it is used optimally. Good time management is all using time in a productive manner, an individual desire to be successful in profession. Successful people realize the value of time and effectively accomplishing success in life and achieving decided goals.

The Benefits of Good Time Management:

When you know how to manage your time effectively, you can unlock many benefits. These include:

- Greater productivity and efficiency.
- Less stress.
- Increased chances of advancement.
- A better professional reputation.
- More opportunities to achieve your life and career goals.

Overall, you start feeling more in control, with the confidence to choose how best to use your time and by feeling happier, more relaxed, and better able to think, you're in a great place to help others reach their targets, too.

Stress Reduction Techniques:

Many people, work can become a top stressor in their lives. The stress it can affect your work performance and other areas of your life, reducing stress at work is more important than ever, when we are working in higher education according to our time we have to reduce some technique are as follow.

- Exercises
- Meditation
- Focus on Hobbies
- Time Management
- Healthy Habits
- Proper Healthy Diet
- A Balanced Schedule

Important - Urgent	Important - Not Urgent
Not Important - Urgent	Not important - Not Urgent

Principles of Good Stress and Time Management

- ⊞ Learn your signs for being overstressed or having a time management problem.
Ask your friends about you. Perhaps they can tell you what they see from you when you're overstressed.
- ⊞ Most people feel that they are stressed and/or have a time management problem.
Verify that you really have a problem. What do you see, hear or feel that leads you to conclude that you have a time or stress problem?
- ⊞ Don't have the illusion that doing more will make you happier. Is it quantity of time that you want, or quality?
- ⊞ Stress and time management problems have many causes and usually require more than one technique to fix. You don't need a lot of techniques, usually more than one, but not a lot.
- ⊞ One of the major benefits of doing time planning is feeling that you're in control.
- ⊞ Focus on results, not on busyness.

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- Focus on results.

Conclusion

Stress is an unavoidable part of life, whether it is positive or negative stress, everyone has to face it. It is important to learn coping techniques with good time management that helps us maintain control in life. When you have control of your time, you feel more in control of your life — having control of your life gives you power and freedom, and time management helps you maintain this control.

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