


Let's Talk About Stress and Time Management

Presented by Aisha Yapp, MA



LEARNING OBJECTIVES

1. Discuss the impact of overwhelming feelings and stress in our daily lives from a biopsychosocial lens.
2. Describe the signs of stress including how to prevent the physical and emotional responses.
3. Identify effective tools to help manage time and improve work-life balance.



Self Awareness

Monitoring our stress, thoughts, emotions, and beliefs



Let's Get A Temperature

"How are you doing?"



↓

"How are you feeling?"

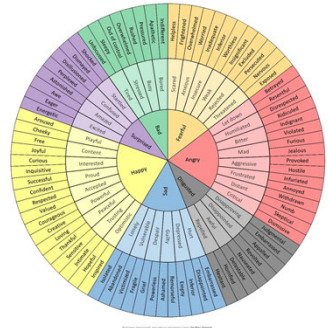

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M.E.P.S.



How are you feeling mentally?
 How are you feeling emotionally?
 How are you feeling physically?
 How are you feeling spiritually?

Feelings Wheel

Where is your cup?






Biopsychosocial Lens

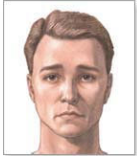
What can stress look like?

- Aches and pains
- Chest pain or a feeling like your heart is racing
- Exhaustion or trouble sleeping
- Headaches, dizziness or shaking
- High blood pressure
- Muscle tension or jaw clenching
- Stomach or digestive problems
- Decreased libido
- Weak immune system

Biopsychosocial Lens



Stress is caused by an existing stress-causing factor or "stressor"




Anxiety is stress that continues after the stressor is gone

ADAM

Biopsychosocial Lens

Acute Stress

Chronic Stress



W

You Aren't the Only One

"Top sources of stress were the rise of prices in everyday items due to inflation (e.g. gas prices, grocery costs, etc)"

"Parents overwhelmingly reported concerns regarding child(ren)'s development including social life or development (73%), academic development (71%), and emotional health or development (71%)."

"More than half of Americans (58%) have said that since the pandemic started, they could have used more emotional support than they received and 21% could have used a lot more emotional support"

American Psychological Association

Ways to Manage Your Stress


Calm Yourself
Diaphragmatic Breathing
(Inhale for 4 seconds and Exhale for 6 seconds)

Focus Yourself
Counting Backwards

Relax Yourself
-Progressive Muscle Relaxation


Ground Yourself
-Check in with Yourself

Celebrate Yourself
- Express Gratitude

American Psychological Association 

Ways to Manage Your Stress

- Dedicate the first 30 minutes of your day to planning
- Allocate certain times of the day to answer emails and return calls
- Reduce screen time
- Strategize tasks (i.e. most important to least important or batch smaller tasks together)
- Avoid multitasking for improved efficiency
- Buffer into between tasks (5-10 minutes)
- Maintain an organizing system
- Keep healthy sleep hygiene
- Practice healthy eating habits



50 Self Care

IDEAS FOR A BAD DAY

1. DRINK HERBAL TEA	26. DO SOMETHING NEW
2. TRY AFFIRMATIONS	27. GIVE YOURSELF A MANICURE
3. WRITE 10 THINGS GRATEFUL FOR	28. CALL OR TEXT SOMEONE YOU LOVE
4. TAKE A DETOX BATH	29. DO YOGA POSES
5. TRY A FACE MASK	30. LISTEN TO YOUR FAVORITE PODCAST
6. BREATHE DEEPLY	31. SPEND TIME WITH SOMEONE INSPIRING
7. LIGHT YOUR FAVORITE CANDLE	32. STRETCH
8. WATCH A MOTIVATIONAL TED TALK	33. DO A SPA DAY
9. EXERCISE	34. DO A DIGITAL DETOX
10. WALK IN NATURE	35. EAT A SALAD OR SMOOTHIE
11. BUY YOURSELF FLOWERS	36. GO OUT IN SUNSHINE
12. WRITE 5 THINGS YOU LOVE	37. GO TO YOUR FAVORITE PLACE
13. JOURNAL	38. TAKE SOME PRETTY PHOTOS
14. MAKE A VISION BOARD	39. GET A MASSAGE
15. DECLUTTER 10 ITEMS	40. HUG SOMEONE
16. READ A PERSONAL GROWTH BOOK	41. DRINK A FULL GLASS OF WATER
17. GO FOR A LONG WALK	42. READ INSPIRATIONAL QUOTES
18. LISTEN TO YOUR FAVORITE MUSIC	43. PUT ON NICE CLOTHES & MAKEUP
19. DO SOMETHING TO LAUGH	44. SLEEP
20. PLAN A DETAWAY	45. WATCH THE SUNRISE
21. COOK YOUR FAVORITE MEAL	46. REFRESH YOUR MORNING ROUTINE
22. WATCH YOUR FAVORITE SHOW	47. CHANGE YOUR SHEETS
23. HAVE A NIGHT WITH FRIENDS	48. DIFFUSE ESSENTIAL OILS
24. GO A BRAIN DUMP	49. DO SOMETHING NICE FOR SOMEONE
25. GO OUT FOR A DATE NIGHT	50. GO OUT FOR A COFFEE

WWW.HEALTHYHAPPYIMPACTFUL.COM




Mindfulness and Healthcare Professionals

Workplace Stress: Psychological Health, Quality of Care, and Patient Satisfaction

Mindfulness-Based Interventions have the potential to reduce stress among health care professionals (Mindfulness-Based Stress Reduction)

Increased self-compassion, empathy, serenity


Reduction in burn out, depression, and anxiety

 Burton et al., 2017


Mindfulness-Based Stress Reduction


Used to treat individuals with:


- Depression
- Anxiety
- Chronic pain
- Cancer
- Diabetes mellitus
- Hypertension
- Skin and immune disorders


 Niazi & Niazi, 2011

Resilience Strategies and Psychological Distress during Covid-19

 Organizational Resilience

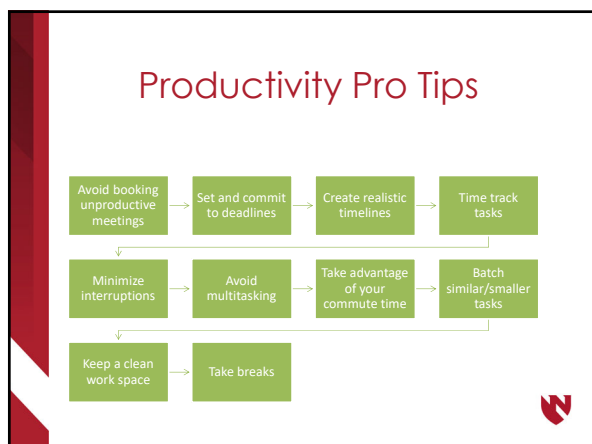
 Resilience and Burnout

 Preventative Strategies


 Heath et al., 2020







Switching Costs and Productivity





SWITCHING

PRODUCTIVITY

American Psychological Association, 2006

Tools



Time Management Tool

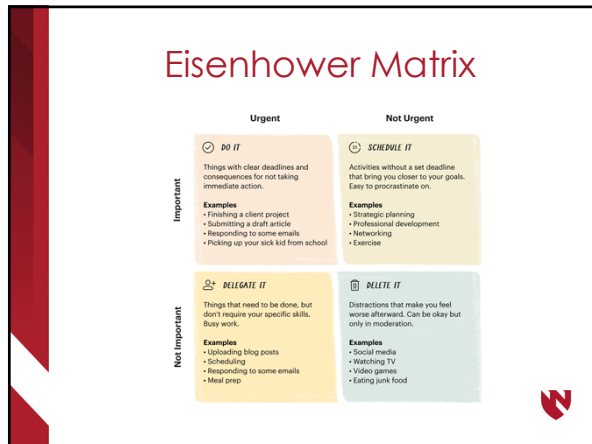
? What?

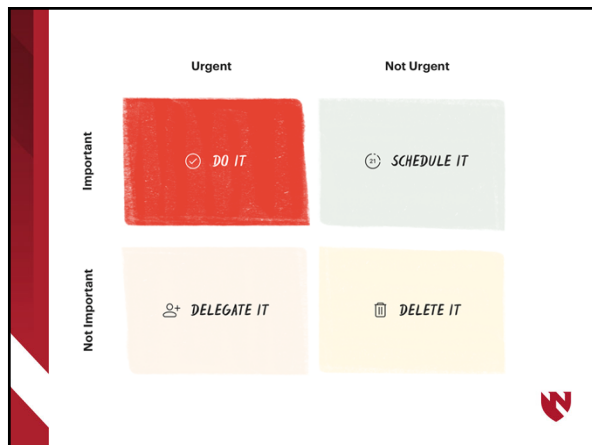
When?

How?

Who?

(Shahpuri, 2016)





WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Pick a task

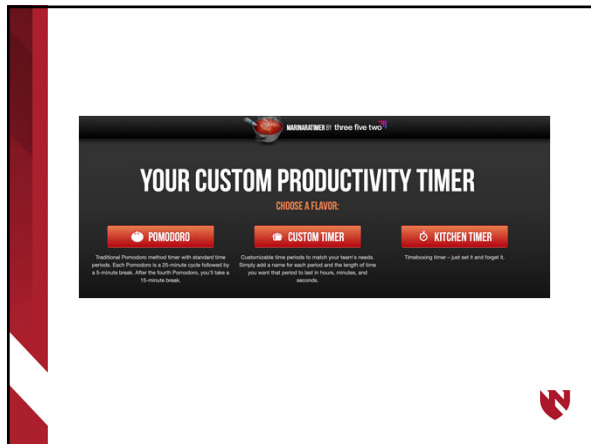
Set a 25-minute timer

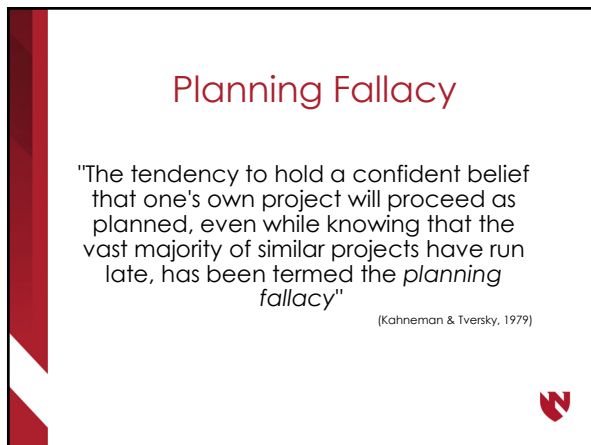
Work on your task until the time is up

Take a 5 minute break


Every 4 pomodoros, take a longer 15-30 minute break

Francesco Cirillo










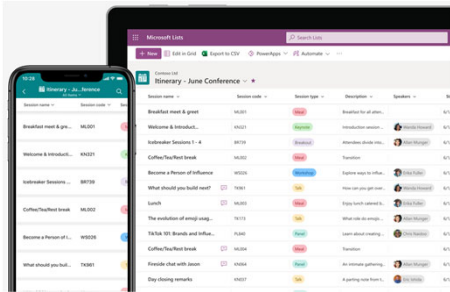

Outlook
 Get free personal email and family calendar, schedule video calls, and so much more—all in one place.
[Open Outlook >](#)

Microsoft To Do
 Keep track of your daily to-dos and lists with this smart daily planner.
[Create a list >](#)

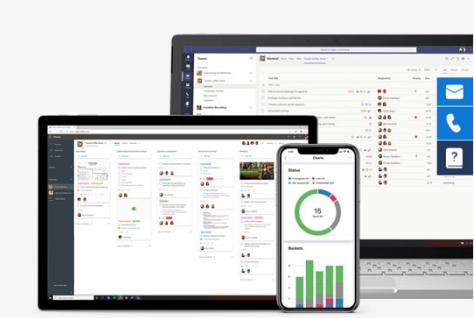

OneNote
 Organize written notes and sketches in your own digital notebook and never miss a flash of inspiration.
[Open OneNote >](#)

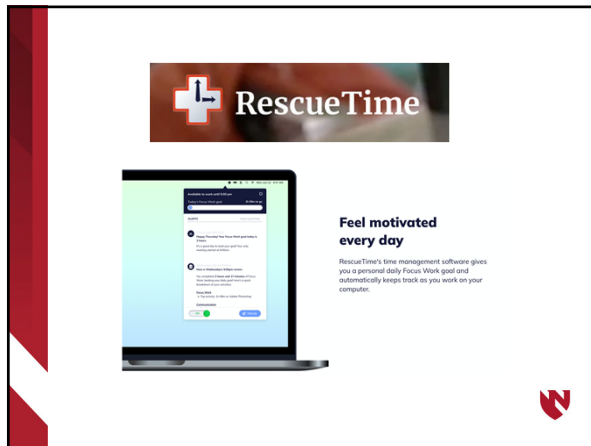


Microsoft Lists

Microsoft Planner

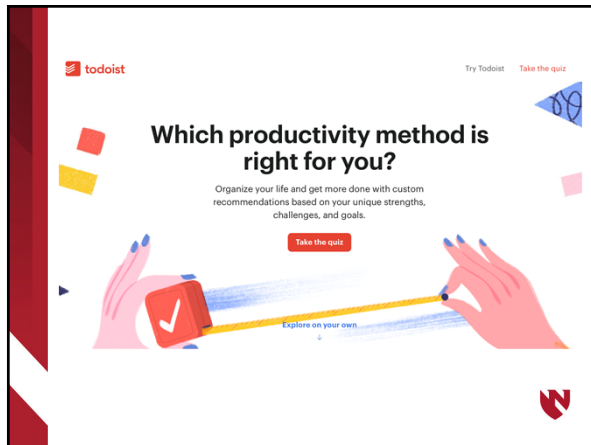





RescueTime

Feel motivated every day

RescueTime's time management software gives you a personal daily Focus Work goal and automatically keeps track on your work on your computer.



todoist

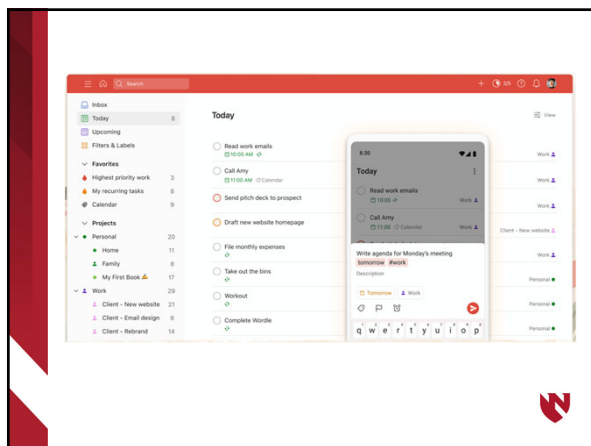
Try Todoist Take the quiz

Which productivity method is right for you?

Organize your life and get more done with custom recommendations based on your unique strengths, challenges, and goals.

Take the quiz

Explore on your own



Today

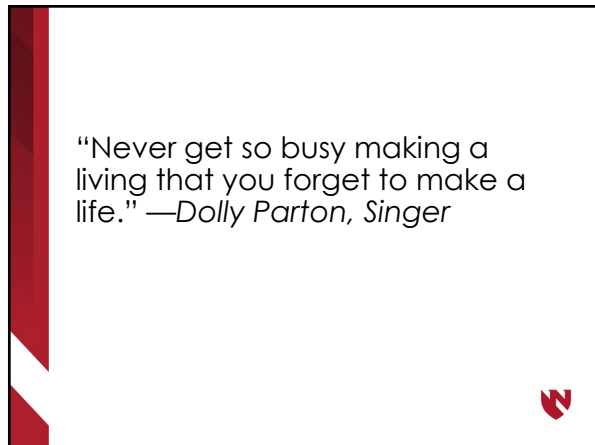
- Read work emails
- Call Amy
- Send pitch deck to prospect
- Draft new website homepage
- File monthly expenses
- Take out the bins
- Workout
- Complete Wordle

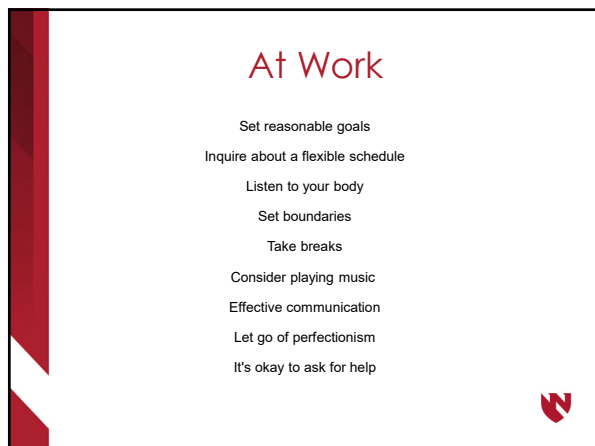
Client - New website

Client - Email design

Client - Redwood








At Home

- Unplug
- Set Boundaries
- Listen to your body
- Lean on your support system
- Stay active
- "Start small. Build from there"
- It's okay to ask for help



How much time do you have?


5 minutes	15 minutes	30 minutes
<p>Try a breathing exercise: Inhale for 5 counts, hold for 5, exhale for 5, hold for 5, repeat.</p> <p>Dance or sing to a favorite song. </p> <p>Change position: stretch your arms, legs, and back.</p> <p>Take a quick walk outside.</p> <p>Water your plants or garden.</p>	<p>Organize a small space in your home.</p> <p>Play with your kids. Do something simple like color or draw with them.</p> <p>Take a power nap. </p> <p>Call a friend or family member to catch up and check in.</p> <p>Take a bath or shower.</p>	<p>Download a mindfulness app. There are many free apps available online. </p> <p>Play a game, work on a puzzle, or try a new online game.</p> <p>Join a parent support group on parentsanonymous.org.</p> <p>Go for a jog, do tai chi, or any physical activity that makes you happy.</p>



Nebraska Medicine Wellness Resources

Virtual Yoga and Meditation Sessions

The Behavioral Health Education Center of Nebraska (BHECN) in a partnership with Lotus House of Yoga are offering free online virtual yoga and meditation sessions. Starting on Monday, March 30, 2020, BHECN will post an online session per day on the [BHECN Serenity Project webpage](#) and on BHECN's social media accounts.




Nebraska Medicine

Wellness Resources

Stress Management

For workgroups/teams who would like to learn wellness and stress management tips, managers can request a 45-minute interactive workshop with one of the medical center's behavioral health response team members. Watch the Wellbeing Symposium on "[Handling Stress in Uncertain Times](#)."



Nebraska Medicine

Wellness Resources

PINS


For colleagues who'd like 1:1 peer support, Nebraska Medicine's confidential PINS (Peers in Need of Support) program is available.

All colleagues will be matched with one of our behavioral health responders, made up of Nebraska Medicine and UNMC psychologists, social workers, marriage and family therapists, staff chaplains and other trained staff.

This is not formal evaluation or treatment, but a supportive peer to listen, offer suggestions, share resources and make referrals when needed. Physicians seeking support will be matched with a trained physician from another department.

Requests for wellness workshops (by managers) and 1:1 support (by colleagues themselves) should be made via email to pins@nebraskamed.com.

Requests will be handled confidentially and are separate from HR. One Chart or other record-keeping systems. Please note: requests for 1:1 support should only be made by colleagues themselves, and not by their peers or supervisors.




Nebraska Medicine

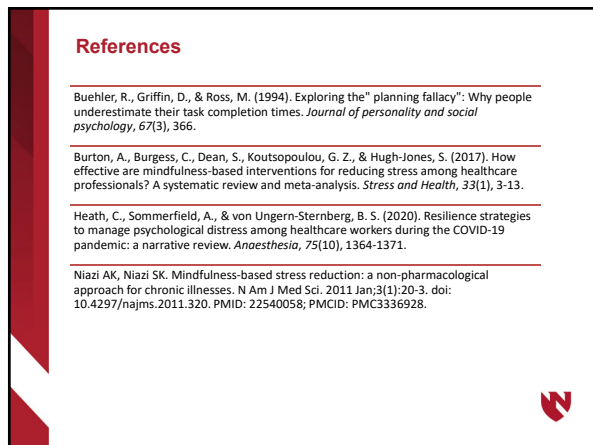
Wellness Resources

Massage Therapy

Resource and Wellness Center
Located at [Fred & Pamela Buffett Cancer Center](#)







References

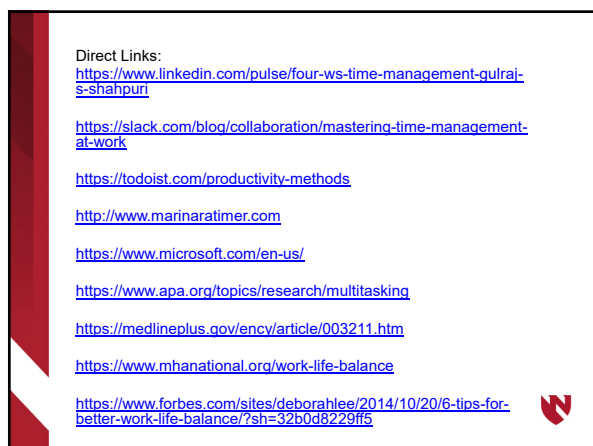
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Niazi AK, Niazi SK. Mindfulness-based stress reduction: a non-pharmacological approach for chronic illnesses. *N Am J Med Sci*. 2011 Jan;3(1):20-3. doi: 10.4297/najms.2011.320. PMID: 22540058; PMCID: PMC3336928.





Direct Links:

<https://www.linkedin.com/pulse/four-ws-time-management-gulraj-s-shahpuri>

<https://slack.com/blog/collaboration/mastering-time-management-at-work>

<https://todoist.com/productivity-methods>

<http://www.marinaratimer.com>

<https://www.microsoft.com/en-us/>

<https://www.apa.org/topics/research/multitasking>

<https://medlineplus.gov/ency/article/003211.htm>

<https://www.mhanational.org/work-life-balance>

<https://www.forbes.com/sites/deborahlee/2014/10/20/6-tips-for-better-work-life-balance/?sh=32b0d8229ff5>

