

## SSE Group Level: 4 Stress and Time Management

**Lesson:** Stress and Time Management

**Value:** Right-conduct, Peace

**Sub-Value:** Truth, Love

**Initiating the lesson:** - 3 Aums

**Silent Sitting:** Jyoti Meditation

**Swami's Message;**

*Man has but the right to perform action; to ask for the fruits thereof he has none. God alone can dispense the fruits of man's actions.*

- Bhagawan Sri Sathya Sai Baba, *Summer Showers in Brindavan 1979, Chapter 13*

**What to do when you are Stressed (Adapted from <http://www.pamf.org/teen/life/stress/timemanage.html>)**

### **What to Do When You are Stressed**

- Make a list of what you must do, then prioritize and write down how long you plan to spend on each item – procrastinating only makes for more stress when you actually have to get to work.
- Sit at your altar and sing for a few bhajans or repeat the Gayatri Mantra for 9, 27, or 108 times.
- Have a cup of warm tea or hot chocolate.
- Read a relaxing book or magazine for a little while as a break from your work.
- Try some simple yoga poses, meditate for a short period of time, or play a musical instrument.
- Call up a friend to talk – chances are you're not alone.
- Feel comfortable saying "no" to additional projects.

**Prioritizing (Adapted from <http://www.pamf.org/teen/life/stress/timemanage.html>)**

When there seem to be a million things to do, prioritizing can seem difficult. It is important to look at which activities or projects will take longest, which are hardest, and which are due or are happening soonest.

- Figure out a balance between school and other activities that works for you and set an amount of time for each activity.
- Make a list of what you must do, and when you must have it done
- Cross out or check off what you have done
- Decide how much time you want to spend on each item on your to-do list
- Break up bigger projects into more manageable parts. For example, with a research paper, you can start with finding sources, then take notes, then make an outline, write a rough draft, and then edit and proofread. This way, you don't have to do it all at once.
- Figure out what times you want to set aside for work, and what time you have for other activities (Study after breakfast, take a break for lunch, play a sport for one hour, study until dinner, then relax for the night and get a good night's [sleep](#) so you can focus the next day)

### **Developing a Balance between Home and School Prioritize**

- 1) Make a list of what you must do, then prioritize and write down how long you plan to spend on each item.
- 2) Multi-tasking IS NOT doing more than one thing at a time!!! You MUST only commit your mind to doing one task at a time. Keep a TO-DO list to ensure all your responsibilities and commitments are accomplished.
- 3) Discuss with your parents and ask them, "What are your expectations for my contribution to the daily house-hold chores at home."
- 4) Set a time limit for External Stimuli (TV, Smart Phones/Computers: Facebook, etc.). Do not use them while coventrating on your work. [Note: Failure to do so will lead to long-term negative impact on your potential to achieve.

**Closing prayer:** Om 3 x Shanthi