Tips for Managing Stress

**Prioritize.** List assignments in order of importance. Write down when each of those assignments is due. Estimate how long it will take you to complete the assignment, and then add 2 hours to that amount.

**Organize.** Set time frames and limits for each task. If you don’t finish, stop, move on to the next task, and come back to the first one later. If you work best in short spurts, give yourself frequent, short breaks. Do not take out your phone, use social media, or watch TV during those short breaks.

**Encourage.** If you find yourself thinking that you’re unlucky, too tired, too angry, or too anxious...STOP. Be honest with yourself. What is good in your life? What are your strengths? How can you use them to help you now?

**Be Mindful.** Be mindful of self-sabotage. If you find yourself doing something else when you have planned to do your work, stop and ask yourself why you are undermining your own achievement. If doing your schoolwork makes you feel anxious, angry, or tired, try telling yourself the following: “I have the strength to tolerate these feelings and work despite the fact that I feel this way. I have this difficult river to cross: from where I am (anxious, angry, tired) to completion and relief. I can carry myself across this river and reach a place of safety and satisfaction.”