Stress Management Workshop

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I. Protect Your Health
   A. Get plenty of rest; i.e., get a minimum of eight-hours sleep per day.
   B. Eat three meals per day; balancing the food groups.
   C. Drink eight glasses of water per day.
   D. Minimize alcohol and caffeine intake.
   E. Exercise a minimum of twenty-minutes, three days per week.

II. Establish short, medium, and long range goals for yourself.
   A. Strategize your response to stressful circumstances.
   B. What can you do about the issues you are facing immediately; five minutes from now;
      One-hour from now; one day from now; one week from now; one month from now; six
      Months from now; one year from now, etc.
   C. Devise a plan for daily studies; i.e., prioritize subjects from most critical to least critical;
      blocking out time for each course.
   D. Set aside time for recreation/relaxation daily; i.e., take as little as ten to twenty minutes
      per day to listen to music; take a walk; etc.
   E. At the end of a school day; take one hour to relax; have a healthy cold drink; then plan
      out your study schedule.

III. Coping with non-productive thinking.
   A. Make three positive self-affirmations daily.
   B. Practice thought-stopping and positive self talk, as opposed to ruminating about your
      difficulties.
   C. When you get stuck; e.g., you experience writer’s block; take a break, then come back to
      your work.
   D. Give yourself positive messages; e.g., I can do this. I’ve attended all the lectures and
      done my homework.
   E. Plan on rewarding yourself, after you have accomplished your goals; e.g., “After I
      complete two hours of work, I can play a computer game.”