

## END OF THE SEMESTER STRESS — A CHECK LIST

As the semester comes to a close, feelings of stress and external pressure are natural. But when that stress blocks your productivity, it needs to be dealt with. Here are a few suggestions:

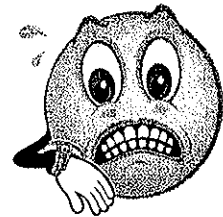
1. Organize and plan your time.
2. Set realistic goals for yourself.
3. Do at least one thing each day for enjoyment.
4. Look for ways to maintain your sense of humor.
5. Try to avoid being too rigid, give in/let go a little.
6. Avoid unnecessary competition.
7. Choose a daily time to relax, to be quiet, to collect your thoughts.
8. Talk or communicate with others.
9. Pace yourself; mix recreation with study.

As you begin to organize and use your time more efficiently:

1. Use your best time of the day for high priority tasks (studying).
2. Learn to say "no."
3. Make and use a "to do" list.

When taking on a major task, first divide it into its smallest manageable parts. Spread those parts over the available time. If you find it hard to get started:

1. Start by making only a five minute commitment to the task.
2. Reward yourself for completing each step of the task.
3. Focus on your accomplishments.
4. Imagine, in detail, the best results from your efforts.
5. Fight perfectionism!



Finals week can be isolating. We can feel we're the only ones suffering or that it will go on forever. Reserve some time for relationships. Check in with your friends, your family and your parents. Talk with someone about how things are going. Learn to lean on others for support!

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