My Plan:

It’s all about me

Tips for healthy living

Health and Wellness Services
Main Hall – Garden Level
(920)403-3266
https://www.snc.edu/health/

Revised August 2015
Stress is difficult to define. Hans Selye coined the term in 1936. He defined it as “the non-specific response of the body to any demand for change”. It can be a normal response. The sources of stress can vary from person to person. Most of us have felt stressed at some point in time and understand that stress can impact us physically, emotionally, and mentally.

In the 2014 American College Health Association (ACHA) survey reported: “Within the last 12 months, students reported the following factors affecting their individual academic performance, defined as: received a lower grade on an exam, or an important project; received a lower grade in the course; received an incomplete or dropped the course; or experienced a significant disruption in thesis, dissertation, research, or practicum work;”. The top 10 responses were:

- **Stress (32%)**
- **Anxiety (22.8%)**
- **Sleep Difficulties (20.2%)**
- **Colds/Flu/Sore Throat (16.3%)**
- **Work (14.3%)**
- **Depression (14.1%)**
- **Internet/Computer Games (12.5%)**
- **Participation in Extracurricular Act. (11.7%)**
- **Concern for friend or family member (11.4%)**
- **Relationship Difficulties (10%)**

My Plan utilizes credible resources and was created in an effort to address several of the identified areas listed above. My Plan’s purpose is to assist you in building healthy habits and implement stress reducing strategies. This guide is not meant to replace “face-to-face” personal care with a nurse/medical provider or counselor.

**What behaviors or events contribute to your stress level?** (Check those that apply)

- □ Tendency toward perfectionism
- □ Tendency toward procrastination
- □ Lack of support
- □ Health issues
- □ Spend the majority of time focused on being social than on academics
- □ Difficulty focusing
- □ Academic concerns
- □ Overwhelmed by time commitments (work, classes, service, social)
- □ Sleep difficulties
- □ No personal time
- □ Family concerns/events
- □ Romantic relationship issues
- □ Friendship issues
- □ Financial concerns
- □ Career choice issues
- □ Overuse of drugs or alcohol
- □ Homesickness
- □ Roommate issues
- □ Skipping Meals
- □ Lack of energy
- □ Other______________________________

**Make a list of 1 or 2 of your highest stressors.**

1) ____________________________________________
2) ____________________________________________

**Excessive Stress: How does it make you feel?**

<table>
<thead>
<tr>
<th>Physical</th>
<th>Emotional</th>
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<td>Excessive sweating</td>
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<td>Stomach problems</td>
<td>Fatigue</td>
<td>Harshly treat others</td>
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<td>Frequent illnesses</td>
<td>Depression</td>
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<td>Inability to concentrate</td>
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<td>Elevated blood pressure</td>
<td>Memory impairment</td>
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<td>Weakness/dizziness</td>
<td>Anxiety attacks</td>
<td>Changes in exercise</td>
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<td>Shortness of breath</td>
<td>Difficulty making decisions</td>
<td>Others comment that you are stressed</td>
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Any or all of these can be symptoms of stress. If you are experiencing any of these symptoms, it can be difficult to determine if stress is the cause or if it is related to an illness. Follow up with Health and Wellness Services or Counseling Services (phone #403-3266 to schedule an appointment) if you are noting some or any of these symptoms.
Below you will find a list of possible options for coping with stress or other issues. The strategy options you select will help you to create a personalized plan. Change can be stressful, so initially, focus on 2 options that best fit for your needs.

You can select your option a couple different ways:
1. Read through the list below and choose the best option for you. Next, read the detailed information for that option, which is found in the pages that follow.
   OR
2. Read the detailed information on each option (in the pages that follow), then select your top 2 choices.

Options: (check all potentially useful choices)

□ Relaxation exercises □ Time management □ Journaling □ Prioritizing
□ Problem solving □ Positive self-talk □ Improving communication □ Create a social support
□ Build healthy habits □ Limit procrastination and/or perfectionism □ Reduce over commitment
□ Create daily personal time □ Other

What are your top 2 choices? 1) _______________________________ 2) _______________________________

Option 1 is ____________________________________________________________

Action Steps: How are you going to implement this change?
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Option 2 is __________________________________________________________

Action Steps: How are you going to implement this change?
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Keep in mind, if you try a strategy and it doesn’t seem to be working well for you, decide if you need to give it more time or switch to a different option. This is your personalized plan. The last two pages of My Plan include important information on sleep and alcohol. Numerous reputable websites are listed in this throughout this booklet to assist you in finding additional information.

Campus and local resources:
Health and Wellness Services----- (920)-403-3266
Counseling Services---------------- (920) 403-3045
Career Services------------------- (920)-403-3040
Academic Support Services------- (920)-403-1321
Crisis Center---------------------- (920)-436-8888
Crisis Center Toll free (24/7)---- (800)-998-9609
Sexual Assault Center (24/7)----- (920)-436-8899
There are a wide variety of relaxation techniques. The relaxation response is a mentally active process resulting in your body feeling relaxed, focused and calm. No single technique works best for everyone. Which one/ones are for you?

What’s your stress response?

☐ Do you tend to become agitated, keyed up, or angry? Try techniques that quiet you down, e.g. meditation, guided imagery, and deep breathing.

☐ Do you have a tendency to withdraw or feel depressed? Try techniques the energize/stimulate you, e.g. rhythmic exercise (running, cycling, and walking)

☐ Do you internally speed up while externally slowing down? It can be challenging to find a technique that helps you to “reboot”, e.g. mindfulness walking or power yoga.

☐ Deep Breathing Meditation

Overview: The key is to take deep breaths from the abdomen. This allows you to inhale more oxygen, which helps to reduce tension, shortness of breath, and feelings of anxiety.

⇒ Sit comfortably with your back straight
⇒ Breathe in through your nose. A hand placed on the abdomen should rise.
⇒ Exhale through your mouth, push out as much air as you can, count slowly while exhaling, and contract abdominal muscles.
⇒ Continue this type of breathing for a few minutes.

☐ Progressive Muscle Relaxation

Overview: Is a 2-step process of systematic tensing and relaxing of different muscle groups.

⇒ Get comfortable, kick off your shoes
⇒ Relax for a few minutes taking slow deep breaths
⇒ When you’re relaxed, begin-start with one foot, begin by focusing on how it feels
⇒ Slowly tense its muscles and hold tension for a 10 count. As you proceed, focus on tensing only that group of muscles.
⇒ Relax the foot and be aware of the tension flow out of the foot and how limp and loose it feels.
⇒ Stay relaxed for a few moments
⇒ When ready shift attention to the other foot and follow the same sequence.
⇒ Move up the body starting at the feet

Relaxation Sequence

1) Rt. foot  6) Lt. thigh  11) Rt. arm and hand
2) Lt. foot  7) Hips and buttocks  12) Lt. arm and hand
3) Rt. calf  8) Stomach/abdomen  13) Shoulders and neck
4) Lt. calf  9) Chest  14) Face
5) Rt. thigh  10) Back

☐ Being Present/Mindfulness

Overview: Being aware of how you’re feeling right now both externally and internally. Stay focused and calm at the present moment. It can include activities such as eating, meditation, walking, or exercising. Focus attention on a single repetitive action, breathing, or word. Mindful meditation encourages you to follow and then release internal thoughts or sensations. Key elements are as follows:

⇒ Find a quiet space without interruptions or distractions
⇒ Select an internal (imaginary scene or feeling) or external (repeated meaningful word or phrase) point of focus.
⇒ Find an object in your space to concentrate on, or as an alternative, close your eyes
⇒ Keep a focused and noncritical attitude. Don’t allow yourself to worry about distracting thoughts or critique how you are doing. Don’t fight intrusive thoughts, instead gently return your attention to your point of focus
Start the Day Off Right

Starting your day off right can have a positive impact and reduce stress.

Here are a few ideas to get you up and moving.

😊 Put on music: Consider listening to music as you get ready. It can be used to create positive energy, be soothing and peaceful, or fun and upbeat.
List your upbeat song ___________________________ relaxing song _______________________

😊 Stretch in the Shower: While your muscles are warm gently stretch to release built up tension

😊 Eat a Healthy Breakfast: It is the sustenance you need to handle mental and physical stresses you may encounter throughout your day. Include lots of protein and fruit! Try drinking green tea, it’s loaded with antioxidants.

😊 Write in Your Journal: Writing in your journal at the beginning or end of your day has many benefits and promotes self-awareness.

😊 Go for a walk or do yoga: Ask a “buddy” to join you or enjoy the solitude of the early morning.
These help ease stress and have many health benefits.
You may find that being a successful college student requires careful and effective usage of time. The recommendation is, for every hour spent in-class; calculate 2-3 hours to complete the needed work outside the classroom. Like you, many students are not limited to academic responsibilities. You have part-time jobs, perform hours of service, have family/relationship commitments, and are actively involved in a campus club/social group. All of these commitments can be overwhelming. So, having good time management skills are imperative for efficient use of your valuable time. Instead of continuing to feel overwhelmed and unable to know where to start, take charge by developing a schedule/list with long and short term goals for each day/week/semester.

**Here are some tips, check those that you plan to utilize:**

- **Assess your current time usage**
- **Be realistic about the time needed to complete tasks**
- **Have a reliable way to track time-watch, cell phone, clock and set alarm as needed**
- **Create your daily “to do” lists before going to bed each night or after waking each morning**
- **Keep the “to do” list short to 5-6 personal and/or academic items**
- **Organize your list starting with your first priority** (see Prioritizing Section)
- **Check off completed tasks on your “to do” list**
- **Create a work environment that is comfortable, well lighted, large enough, organized, and clutter-free**
- **Consider your special needs (e.g. if you read slower or take notes as you read allow more reading time)**
- **Break down assignments: library-research read articles and take notes, rough draft, edit paper, and final draft**
- **Break down test prep tasks: read and outline chapter, make study notes.note cards, review for exam.**
- **Recognize that planning takes time but saves time in the long run**
- **Take time to do it right the first time**
- **Delegate non-academic tasks as needed**
- **Come up with a plan to protect your study time to reduce interruptions. If friends drop in, communicate you are studying and set a time to meet up with them later. Supportive friendships are important.**
- **Check over class notes while the information is fresh.**
- **Start or outline assignments while your memory is more accurate, immediately following class**
- **Utilize the 1-2 hour breaks between classes. This will give you “free time” later in the day**
- **Avoid studying more than 2 hours on any one course, after 2 hrs. you tire and concentration decreases**
- **After 2 hours of studying take a break and switch to a different subject matter**
- **Borrow “free time” as needed when unexpected events occur**
- **Consider your body cycle in your scheduling tasks:**
  - (e.g. 8am-12pm-perform cognitive/mental tasks like reading, calculating, and problem solving,
  - 6-10am-short term memory use for last minute review for exam,
  - 1-4 pm- Long term memory used for memorizing speeches and application information,
  - 2-6pm-manual dexterity performing projects using hands for typing papers, and evenings for physical workout utilizing large muscle groups when coordination is at its peak).
- **Evaluate your plan/schedule focusing on what worked and reward yourself for tasks completed**
- **Other**
Steps For Creating Your Semester Calendar

Fill in these dates on your semester calendar:

- Major exams and papers
- Project due dates
- Meetings
- Classes
- Appointments
- Other ____________________________

Steps For Creating Your Weekly Calendar

Follow these steps for completing your weekly calendar:

- Step 1: Record class and lab times
- Step 2: Document scheduled quizzes, papers, projects, and exams for the week
- Step 3: Record meal times and bed times (sleep-allow 7-9 hours each night)
- Step 4: Include all regular activities (e.g. meetings, work, athletics, service hours, exercise, church, appointments)
- Step 5: Record special activities you want or need to do on a regular basis (“me time”, relaxation, casual reading, playing video games, meeting with friends, social time)
- Step 6: Schedule class prep time/review time immediately before and after each class (5-30 minutes)
- Step 7: Utilize your calendar to schedule intense study time each day for each class, keep in mind your body cycle, as mornings and afternoons are usually more productive times to study
- Step 8: Label some blocks as “Open” time you can use as you choose
- Step 9: Remember to schedule weekends: events and needed study time
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This personal writing is for you only! Journaling can be a helpful physical and emotional release when working through a difficult time or if you just want to explore your thoughts or feelings. Here are a few guidelines:

- Create a minimum of 15 minutes of quiet time at the end of the day or before you go to bed to write. It can be handwritten or typed on your computer.
- The choice of what to write about is up to you. It might be something that you're worrying or thinking about, dreaming of, avoiding, that has had a negative impact on your health.
- What you do with your writing is up to you. Keep it, shred it, reread it, or keep it to monitor growth or change.
- Your writing may involve a childhood experience, a relationship, school, your career choice or be a daily reflection.
- Be honest and explore what you are feeling or thinking.

Journaling can sometimes leave you feeling sad or depressed if these persist for longer than a couple hours, or if writing is upsetting to you, simply stop and change topics or activities. If you feel more stressed during or after journaling it may not be the right stress reducer for you.

Prioritizing tasks or goals help us to determine what needs to be done and in what order. Priorities can be future goals or day-to-day work needing to be done.

- Make a list of what needs to be done
- Take time to determine what needs to be done first
- Set up your own classification system or assign A, B, C

  **A: Urgent and important**, will impact you greatly if not completed right away

  **B: Important but not urgent**, you have time to complete before they have a great impact on you

  **C: Can wait**, Activities that would be nice to do sometime

- Priorities can change over time
- Utilize a daily “to do” list with 5-6 items listed for day to day work
- Be flexible as events may occur to change priorities
- Reward yourself when you get you’re A priorities have been completed!
Problem Solving

When we stew over problems it increases our stress level. Instead of stewing, suppose you take action.

State what your problem is ________________________________________________

What is the probable cause? ________________________________________________

List 2 or 3 possible solutions and the possible consequence with each.

1) Solution__________________________________________________________
   Consequence______________________________________________________

2) Solution__________________________________________________________
   Consequence______________________________________________________

3) Solution__________________________________________________________
   Consequence______________________________________________________

Which solution did you choose?

Make a list of what you need to do in preparation for implementing your choice?

__________________________________________________________________________

__________________________________________________________________________

Evaluate your choice, what went well? _______________________________________

__________________________________________________________________________

What would you do differently? _____________________________________________

__________________________________________________________________________

Circle of Control Method

List problem:

What is outside your control (blue/outer)?

What do you have some control over (green/middle)?

What is within your control (orange/center)?

Keep a Positive Attitude

It is felt that having a positive outlook enables you to cope better with stressful situations, which can reduce the harmful health effects of stress on your body. It’s also thought that positive and optimistic people have healthier lifestyles, are more physical active, eat a healthy diet, don’t smoke, and drink alcohol responsibly.

👍 Practice positive self-talk to improve your outlook

👍 Surround yourself with positive people. The people in your life should be positive, supportive, and someone you can depend on to give helpful advice and feedback.

👍 Follow a healthy lifestyle-exercise 3 times every week and eat a healthy diet

👍 Check yourself Stop periodically during the day and evaluate what you’re thinking.

👍 Identify areas to change- start small by focusing on one area to approach in a more positive way

👍 Be open to humor

Effective communication is more than exchanging information; it involves understanding the emotion behind the information. Effective communication is a combination of nonverbal communication, active listening, having the ability to manage stress in the moment, and the ability to recognize and understand your own emotions and those of the person you are communicating with. It takes time and energy to develop these skills. Here are those skills:

#1 Listening
It is more than understanding the words or information it involves 1) making the person speaking feel heard and understood, 2) it creates an environment where everyone feels safe and free to express ideas, opinions, and problem solve in creative ways, 3) saves time and helps to clarify information to avoid conflict or misunderstanding.

Tips
Focus fully on the speaker—watch body language and other nonverbal cues, be actively present in the moment, (e.g. avoid daydreaming, texting, or doodling)
Avoid interrupting—or comments like “If you think that’s bad, let me tell you...”
Avoid seeming judgmental—you don’t have to like or agree with their ideas or opinions. Withhold blame and criticism
Show you are interested—nod, smile and make sure your posture is open and inviting, make short comments

#2 Nonverbal Communications
Notice facial expressions, body language, gestures, eye contact, posture, and tone of voice. Use open body language, uncross arms, sit on the edge of your seat, and maintain eye contact.

Tips
Practice observing people—out in public, observing others can teach you how to better receive and use nonverbal cues
Be aware of individual differences—age, gender, country of origin, culture, religion
Look at nonverbal group communication signals.
Use nonverbal cues that match what you are saying
Adjust nonverbal signals in line with context—tone of voice or emotional state
Use body language to convey positive feelings—when you are nervous use positive body language to signal confidence by standing tall, smiling and maintaining eye contact, and delivering a firm handshake.

#3 Managing Stress
Stress in small doses can help you perform under pressure. When stress is overwhelming and constant it can hamper communication by disrupting clear and creative thinking, increase the likelihood of misreading people. Try to avoid saying or doing something you will regret by quickly returning to a calm state.

Tips:
Recognize when you are becoming stressed—muscles and stomach tighten. Remember to breathe!
Take a moment to calm yourself
Bring your senses to the rescue—clenching and relaxing muscles, recall soothing images, find out what works for you
Look for humor—Use it appropriately
Be willing to compromise
Agree to disagree

#4 Emotional Awareness
It’s more the way we feel that motivates us to communicate or make decisions, rather than what we think. Communicating can be more difficult if you are out of touch with your emotions.

Tips
Understand and empathize with what is really troubling yourself or others and be aware of what you both really want
Stay motivated to understand a person even when you don’t like them or their message
Communicate clearly and effectively even when your are delivering a negative message
Build strong and trusting relationships, think creatively, solve problems, and resolve conflict.

## Develop Social Support Network

### Assess Your Level of Social Support

<table>
<thead>
<tr>
<th>True</th>
<th>False</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. If I needed an emergency loan of $100, there is someone I could get it from.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. There is someone who takes pride in my accomplishment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. I often meet or talk with family or friends.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Most people I know think highly of me.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. If I needed an early morning ride to the airport, there isn’t anyone I feel comfortable asking to take me.</td>
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<tr>
<td></td>
<td></td>
<td>6. I feel there is no one with whom I can share my most private worries and fears.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Most of my friends are more successful making changes in their lives than I am.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. I would have a hard time finding someone to go with me on a day trip to the beach or country.</td>
</tr>
</tbody>
</table>

Add up the number of true answers to questions 1-4 and the number of false answers to questions 5-8. If your score is 4 or more, you should have enough support to protect your health. If your score is 3 or less, it would be a good idea to build up your social network.

A strong social support network can be critical to make it through the stress of tough times. This network consists of your supportive family, friends, and co-workers. These types of meaningful relationships are an important part of your life. Your support network didn’t happen overnight; these relationships need to be cultivated over time. These supportive conversations may occur during a coffee break with a friend at work, a quick chat with a neighbor, a phone call to your sibling, even a visit to church are all ways to develop and foster lasting relationships with the people you hold dear. Take the initiative and don't wait for someone else to make the first move. If you meet someone who you think would make a good friend, invite him or her to join you for coffee or another casual activity.

Studies have proven that these relationships benefit you by: providing you with a sense of belonging, increasing your sense of self-worth, and promote your sense of security.

### Cultivating your social support network

Social support networks improve your mental health and your ability to combat stress. Surround yourself with a few good friends and confidants. This Mayo Clinic website shared some ideas for building your social network:

- **Volunteer.** Pick a cause that's important to you and get involved.
- **Join a gym.** Or check out the local community center. Start a walking group at work or at your church.
- **Go back to school or take classes that interest you**
- **Look online.** The newest generation of social networking sites can help you stay connected with friends and family. Many good sites exist for people going through stressful times, such as chronic illness, loss of a loved one, new baby, divorce and other life changes. Be sure to stick to reputable sites, and be cautious about arranging in-person meetings.

### Give and take: The foundation of social networks

A successful relationship is a two-way street. The better a friend you are, the better your friends will be. Nurture your relationships

- **Stay in touch.** Answering phone calls, returning emails and reciprocating invitations let people know you care.
- **Don't compete.** Be happy instead of jealous when your friends succeed, and they'll celebrate your accomplishments.
- **Be a good listener.** Find out what's important to your friends, you may find you have more in common than you thought.
- **Don't overdo it.** In your zeal to extend your social network, be careful not to overwhelm friends and family with phone calls and emails, beware of "oversharing" personal/sensitive information with a new or casual friend or online connections.
- **Appreciate your friends and family.** Take time to say thank you and express how important they are to you

The goal of building your social support network is to reduce your stress level, not add to it. Watch for situations that seem to drain your energy. Avoid spending too much time with someone who is constantly negative/critical. Similarly, steer clear of people involved in unhealthy behaviors, such as alcohol or substance abuse, especially if you've struggled with addictions.

Taking the time to build a social support network is a wise investment not only in your mental well-being but also in your physical health and longevity. Past research shows that those who enjoy high levels of social support stay healthier and live longer.

*Social support: Tap this tool to beat stress* [http://www.mayoclinic.com/health/social-support/SR00033]
Develop Healthy Habits

College Health and Safety excerpts from Center for Disease Control [http://www.cdc.gov/family/college/]

- Get Regular Check-ups: For dental, vision, and medical, and physical care. Regular check-ups can help identify ways for you to stay healthy and may identify any health concerns early.

- Get Vaccinated: Make sure your vaccinations are up to date. Including vaccines for meningitis, pertussis (Tdap), Gardasil™ (HPV), influenza, and any foreign travel vaccines pertinent to your destination.

- Fight Fatigue and Sleep Deprivation: Get 7-9 hours of sleep each night. Insufficient sleep can deplete your immune system leading to chronic diseases and conditions. Working or studying long hours may lead to episodes of sleep deprivation. It can cause daytime sleepiness, sluggishness, and difficulty concentrating or making decisions. Insufficient sleep is responsible for motor vehicle crashes that cause substantial injury and disability each year. Drowsy driving can be as dangerous—and preventable—as driving while intoxicated. More on sleep is coming in a later section.

- Get Physical Activity: Be moderately active 30 min. 5 or more days or vigorously active 20 min. 3 or more days each week. Regular physical activity can: improve your overall health and fitness, help reduce stress and the risk for many chronic diseases. Select activities that you enjoy and that raise your breathing and heart rates, and strengthen your muscles. Aerobic activity is a moderate- or vigorous-intensity work out for at least 10 minutes at a time. Consider working out with a “buddy” to help keep you motivated, plus it’s more fun!

- Eat a Balanced Diet: Eat a minimum of 5 servings a day of colorful fruits and vegetables each day. Cafeterias and buffet-style eating make it tempting to overeat or make unhealthy food choices. Your eating habits may change in college, leading to gaining or losing weight. If you are concerned about your weight or eating habits, talk with your health care provider. Stay hydrated by consuming about 64 oz. or fluids per day.

- Maintain Mental Health: Many people feel blue, feel anxious, lose interest in enjoyable activities, or get stressed sometimes, but when it continues for a long period of time or interferes with daily activities, it may be more serious. Stress is the body’s response to any demand or pressure. If you are feeling any of the above symptoms consider making an appointment at your campus Counseling Service (#920-403-3045). Emergency numbers are the suicide hotline at 1-800-273-TALK (8255) or local Crisis Center at 920-436-8888.

- Avoid Substance Abuse: Alcohol consumption among persons 12–20 years of age contribute to the three leading causes of death which are: unintentional injury, homicide, and suicide within this age group in the United States. It is associated with other health-risk behaviors, including high-risk sexual behavior, smoking, and physical fighting/violence.

- Be Informed of Campus Security: SNC campus Safety’s website [http://www.snc.edu/campussafety/] or call 920-403-3299 add their phone number to your list of contacts.

- Have Healthy Relationships: They increase our self-esteem, improve mental/emotional health, and help us have fuller lives.

- Prevent Sexually Transmitted Diseases (STDs)

- Wash hands and cover cough: Thoroughly wash hands for 15-20 seconds before touching mouth, nose, or eyes. Cough or sneeze into your sleeve using the elbow or shoulder area.

Helpful Resources

- CDC Health Topics (Immunizations, STDs, and more)
- 800-CDC-INFO (232-4636)
- Drug and Alcohol Abuse
- 800-662-HELP (4357)
- Mental Health Information Center
- 800-789-2647
- National Domestic Violence Hotline
- 800-799-SAFE (7233)
- National Suicide Prevention Lifeline
- 800-273-TALK (8255)
- Rape, Abuse, and Incest National Network
- 800-656-HOPE (4673)
We all want to produce high-quality work, and we can feel internal and external pressure to do so. It becomes a problem when the pursuit of perfection causes us to focus on our fear of making mistakes.

Strategies for dealing with perfectionist temptations are:

- **Make a list of advantages and disadvantages of aiming for perfection.**
- **Take an honest look at how you spend your time.** How much time is spent on creating/starting projects as opposed to time spent worrying about and “fixing” them.
- **Triage, organize, and assign time limits for assignments.** And then adhere to those limits.
- **To help keep yourself on schedule, set deadlines with low stakes attached.** Set a deadline on your schedule.
- **When struggling, seek help.** Utilize campus resources.
- **Instead of throwing work away, “replant” it.** On a second document in case you change your mind.
- **Be realistic about what you can accomplish.** Definitely set high personal standards, but realize that no one expects anyone to know or to be able to do everything.
- **View receiving criticism as an opportunity to improve.** Learning depends upon mistakes.
- **Convert criticism received on a paper or problem set into a list of suggestions to improve your work.**
- **For each assignment, strive to produce the best work you can at this point and not the best work that has ever been produced on this topic or problem.**
College life has so much to offer and it’s difficult to know in advance how many commitments you will be able to handle. Do you find yourself in 2 places at the same time, can’t say “no”, your extra commitments are increasing your stress level, or feeling overwhelmed and frustrated? Try this activity.

**Step 1**

**Make a list of every single activity you are involved in and the time needed for each every week** (include your job, time spent in class, homework, hanging with friends, social organizations, athletic practice/games time with friends, service hours, clubs, church, meetings, etc.)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours p/wk</th>
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**Step 2**

**Take your list to someone you trust:** go over each item on the list and why it is important,

**Step 3**

**Prioritize your list: from most to least important:** circle the items you definitely want to keep and cross off the items you plan to alleviate.

**Step 4**

Practice saying “No”

---

**Create Personal Time**

**Personal Time should be relaxing and enjoyable.** A reward for all you have accomplished during the day. You could choose to read, exercise, journal, meditate, play a game (video, app, or board type games).

Do you create “me” time every day? □ Yes □ No □ Sometimes

If you had an hour of personal time every day what would you do? (List 2-3 ideas)

1)_______________________________________________________________

2)_______________________________________________________________

3)_______________________________________________________________

When you have taken personal time describe how you felt afterward

□ Schedule personal time each day.

□ Avoid choosing an activity that is difficult to stop or commit to stopping at the end of your personal time.

Let those positive feelings motivate you to schedule “me” time every day!
Sleep

Make sleep a priority not an optional part of your day.
Past studies have shown that those students who average 7-9 hours of sleep are more likely to have:

- Higher GPA’s
- Fewer illnesses
- Increased their ability to concentrate

College students are sleeping less over the years the average in 1969 was 7 ¾ hours to about 6-6.5 hours in 2013. Lack of sleep could cause mood problems and slow reaction time. College life can present challenges which can lead to irregular sleep schedules and sleep deprivation.

Sleep deprivation can leave you feeling:
Moody, irritable, unmotivated/low energy, anxious, depressed, distracted, fatigued, restless, and forgetful. It can also lead to slower reaction times, making poor decisions, increase chance of errors, and weight gain/obesity

Here are some tips. Read and check those items you will incorporate in your personalized plan.

☐ Create a comfortable and relaxing sleeping environment
☐ Make your mattress and pillow as supportive and comfortable as possible. Adjust amount of bedding to the temperature in your sleep environment
☐ Remove clutter from your bed and surrounding area and if possible remove work materials, minimize texting or making social connections that inhibit sleep, e.g. TV’s, cellphones and computers and keep them out of your sleep area
☐ Don’t lie in bed awake if you haven’t fallen asleep after 20-30 minutes. Get up and find a relaxing activity to do until you begin to feel drowsy.
☐ Consider allowing 30 minutes to relax prior to bed - set your cellphone alarm for 1 hour prior to your bedtime. This allow you less than 15 minutes to finish what you are doing, get ready for bed and hopefully have 30 minutes left to wind down. List a couple relaxing activities you could do before you fall asleep
  1) _________________________________________________________
  2) _________________________________________________________

What Stimulants to Avoid

- Caffeine (tea, coffee, soda, and certain over the counter medications): it can take 6-8 hours for their effect to wear off
- Nicotine: it would be a great idea to improve your health by quitting smoking
- Alcohol: is a sedative which may make it easier to fall asleep BUT it prevents REM and deep sleep.
- Some over the counter medications: like decongestants

For a Better Nights’ Sleep

☐ Maintain a regular sleep routine: getting up and going to bed at the same time EVERY day
☐ Relax and Unwind before bed
☐ Avoid eating too close to bedtime. Finish eating at least 2-3 hours before your routine bedtime
☐ Avoid over-napping: sleeping too often or too long during the day can disrupt sleep at night
☐ Regular Exercise can make it easier to fall asleep - but avoid exercising 3 hours within going to bed
☐ Earlier in the evening set aside time to write down your worries/issues that are bothering or concerning you: then decide to leave them behind until tomorrow
**Sleepiness Quiz: Chance of Dozing Scale:** 0-No chance, 1-slight chance, 2-moderate chance, 3-high chance

Use the Chance of Dozing Scale to rate each situation

1) Sitting and Reading________  
2) Watching TV________  
3) Sitting inactive in a public place (e.g. theater or meeting)  
4) Passenger in a car 1 hour without a break  
5) Lying down in the afternoon when circumstances permit  
6) Sitting and talking to someone  
7) Sitting quietly after lunch (without alcohol)  
8) In a car, while stopped for a few minutes in traffic  

**Total________ Scoring:** 1-6-Congratulations, you are getting enough sleep! 7-8-You are showing some signs of daytime sleepiness: 9+Seek advice of a sleep specialist or medical provider

<table>
<thead>
<tr>
<th>Name________________________________</th>
<th>DOB________________</th>
<th>Date________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date started__________________________</td>
<td>Date ended___________</td>
<td></td>
</tr>
<tr>
<td>Medications__________________________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments____________________________________________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sleep Log Week 1

| Time | 6p | 7 | 8 | 9 | 10 | 11 | 12 | 1a | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1p | 2 | 3 | 4 | 5 | 6p | Comments |
|------|----|---|---|---|----|----|----|----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|---||
| Monday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Tuesday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Wednesday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Thursday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Friday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Saturday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sunday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

### Sleep Log Week 2

| Time | 6p | 7 | 8 | 9 | 10 | 11 | 12 | 1a | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1p | 2 | 3 | 4 | 5 | 6p | Comments |
|------|----|---|---|---|----|----|----|----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|---||
| Monday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Tuesday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Wednesday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Thursday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Friday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Saturday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sunday |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

**Instructions:** In order to assess your sleep, please fill in or draw a line through the hours that you sleep including the nap(s) that you take during the day. In the comments section track issues that are impacting your sleep: e.g. studying for exam, out partying, feeling more anxious, noisy residence hall, etc.)
What about alcohol?

What’s a drink?

<table>
<thead>
<tr>
<th>12 fl oz of regular beer</th>
<th>8–9 fl oz of malt liquor (shown in a 12 oz glass)</th>
<th>5 fl oz of table wine</th>
<th>1.5 fl oz shot of 80-proof spirits (“hard liquor”—whiskey, gin, rum, vodka, tequila, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>about 5% alcohol</td>
<td>about 7% alcohol</td>
<td>about 12% alcohol</td>
<td>about 40% alcohol</td>
</tr>
</tbody>
</table>

The percent of “pure” alcohol, expressed here as alcohol by volume (alc/vol), varies by beverage.

How many of these to you have in a day? ______ X How many days a week do you drink? ______ = ______

Considered Safe Drinking: So Set Goals

Men
- No more than 4 drinks in a day AND
- No more than 14 drinks in a week.

Women
- No more than 3 drinks in a day AND
- No more than 7 drinks in a week.

Drinking black coffee, taking a cold bath or shower, sleeping it off, or walking it off are myths, and they don't work. The only thing that reverses the effects of alcohol is time.

Drinking until you pass out puts you at risk of dying

Did you know that a person’s blood alcohol concentration (BAC) can continue to rise while they are passed out. When a person stops drinking, alcohol in the stomach and intestine continues to enter the bloodstream and circulate throughout the body. It is dangerous to assume a person will be fine by sleeping it off.

Symptoms of Alcohol Poisoning

- Mental confusion, stupor, coma, or person cannot be roused. Seizures.
- Vomiting.
- Slow or irregular breathing (fewer than eight breaths per minute or 10 seconds or more between breaths).
- Hypothermia (low body temperature), bluish skin color, paleness

If there is any suspicion of an alcohol overdose, call 911 for help. Don't try to guess the level of drunkenness.

Rapid binge drinking (which often happens on a bet or a dare) is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

Don't be afraid to seek medical help for a friend who has had too much to drink. Don't worry that your friend may become angry or embarrassed—remember, you cared enough to help. Always be safe, not sorry.
Trying to Reduce Alcohol Consumption?

### Tips for Cutting Back

- Keep track of how much you drink.
- Know the standard drink sizes so you can count your drinks accurately.
- Pace yourself. Sip slowly.
- Have no more than one drink with alcohol per hour.
- Don’t drink on an empty stomach.
- What triggers your urge to drink?
- Plan to handle urges.
- Knowing Your “No”

---

### Male

<table>
<thead>
<tr>
<th>Drinks</th>
<th>40 kg</th>
<th>45 kg</th>
<th>55 kg</th>
<th>64 kg</th>
<th>73 kg</th>
<th>82 kg</th>
<th>91 kg</th>
<th>100 kg</th>
<th>109 kg</th>
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</thead>
<tbody>
<tr>
<td>90 lb</td>
<td>0.05</td>
<td>0.05</td>
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<tr>
<td>100 lb</td>
<td>0.09</td>
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<tr>
<td>120 lb</td>
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<tr>
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<tr>
<td>160 lb</td>
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### Female

<table>
<thead>
<tr>
<th>Drinks</th>
<th>40 kg</th>
<th>45 kg</th>
<th>55 kg</th>
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<td>0.03</td>
<td>0.03</td>
<td>0.03</td>
<td>0.03</td>
<td>0.03</td>
<td>0.03</td>
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</tr>
<tr>
<td>100 lb</td>
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<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
<td>0.06</td>
</tr>
<tr>
<td>120 lb</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
</tr>
<tr>
<td>140 lb</td>
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<td>0.11</td>
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</tr>
<tr>
<td>160 lb</td>
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<td>0.13</td>
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</tr>
</tbody>
</table>

### Approximate Blood Alcohol Percentage

<table>
<thead>
<tr>
<th>Body weight</th>
<th>90 lb</th>
<th>100 lb</th>
<th>120 lb</th>
<th>140 lb</th>
<th>160 lb</th>
<th>180 lb</th>
<th>200 lb</th>
<th>220 lb</th>
<th>240 lb</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 kg</td>
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<td>0.05</td>
<td>0.05</td>
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<td>0.05</td>
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</tr>
<tr>
<td>45 kg</td>
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<td>0.09</td>
<td>0.09</td>
<td>0.09</td>
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<tr>
<td>55 kg</td>
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<td>0.11</td>
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<td>0.11</td>
</tr>
<tr>
<td>64 kg</td>
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<td>0.13</td>
<td>0.13</td>
<td>0.13</td>
<td>0.13</td>
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<tr>
<td>73 kg</td>
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<td>0.15</td>
<td>0.15</td>
</tr>
</tbody>
</table>

Subtract approximately 0.01 every 40 minutes after drinking.
Video Resources

Fitness & Nutrition Tips For College Students
https://www.youtube.com/watch?v=82r-CFQ_3PY

Meditation
https://www.youtube.com/watch?v=j5Z4E2wkIw4
https://www.youtube.com/watch?v=Hd22inl-ESg

Emotional Eating
#2. https://www.youtube.com/watch?v=mYLhsXqOJKk

Sleep
#1. Start with this video https://www.youtube.com/watch?v=X0h2nleWTwi
#2. https://www.youtube.com/watch?v=4focXBUBFNy
#3. https://www.youtube.com/watch?v=a9Y2PCGMAKU

Positive Self-Talk
#2. Positive Ways To Start The Day- go to “sleep” to article “stop hitting the snooze” and click on Megan Clark stop after her interv
http://readsh101.com/l/snc.html?id=3be191e8

Exercise
http://www.dailyrx.com/exercise-key-better-moods-and-less-stress-students-college
https://www.youtube.com/watch?v=TD6rWEVXM8k
https://www.youtube.com/watch?v=0tsPcUdg63M

General stress and college students
https://www.youtube.com/watch?v=gyhsUPozlJpU
Click on Stress-then go to Megan Mancini interview http://readsh101.com/snc.html
Click on stress-go to Alex and/or Courtney’s video clip http://readsh101.com/l/snc.html?id=79e013e6