

# 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/](https://www.snc.edu/health/)**

**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)

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

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

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

(Check those that apply to you)

Physical	Emotional	Behavioral
Excessive sweating	Anxious/edginess	Change in eating habits
Dry mouth	Anger	Crying
Stomach problems	Fatigue	Harshly treat others
Frequent illnesses	Depression	Disrupted sleep
Grinding teeth	Hyper-vigilance	Alcohol/drugs abuse
Headaches	Impulsive	Communication difficulty
Pounding heart	Irritability	Sexual problems
Neck &/or back pain	Inability to concentrate	Social isolation
Elevated blood pressure	Memory impairment	Increase smoking
Weakness/dizziness	Anxiety attacks	Changes in exercise
Shortness of breath	Difficulty making decisions	Others comment that you are stressed

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)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Relaxation exercises       | <input type="checkbox"/> Time management                            | <input type="checkbox"/> Journaling              | <input type="checkbox"/> Prioritizing            |
| <input type="checkbox"/> Problem solving            | <input type="checkbox"/> Positive self-talk                         | <input type="checkbox"/> Improving communication | <input type="checkbox"/> Create a social support |
| <input type="checkbox"/> Build healthy habits       | <input type="checkbox"/> Limit procrastination and/or perfectionism | <input type="checkbox"/> Reduce over commitment  |  |
| <input type="checkbox"/> Create daily personal time | <input type="checkbox"/> 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

# RELAXATION



*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 that 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

## RELAXATION (continued)

### □ Visualization

**Overview:** Find a relaxed, comfortable, and quiet space. Close your eyes and begin to release your worries. Picture vividly your quiet space, everything including what you can see, smell, hear, and feel. Choose imagery that appeals to you, and select the images that you feel are appealing. An example would be: you are thinking about walking in the woods, as you slowly walk notice the smell, the colors, and textures, notice the birds singing, smell the pine trees, and take in the fresh air. Enjoy the deep relaxation you are feeling, and when ready, slowly open your eyes and return to the present time. You may lose track of where you are and notice the following: your limbs feel heavy and stiff, occasional involuntary muscle movements while you are visualizing, these are normal.

### There are many other ways to relax such as:

**Yoga**

**Tai Chi**

**Spend time with your pet**

**Give a hug to a friend or family member**

**Embrace a positive attitude**

**Gently massage of tense muscles**

**Listen to relaxing music**

**Other relaxing activity** \_\_\_\_\_



## 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.

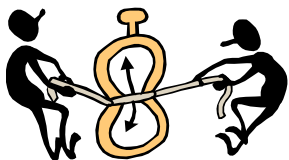
List your upbeat song \_\_\_\_\_ relaxing song \_\_\_\_\_

☺ **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.



# Time Management

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

# SNC Semester Calendar

Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Spr.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Week 1</b> Date _____							
<b>Week 2</b> Date _____							
<b>Week 3</b> Date _____							
<b>Week 4</b> Date _____							
<b>Week 5</b> Date _____							
<b>Week 6</b> Date _____							
<b>Week 7</b> Date _____							
<b>Week 8</b> Date _____							
<b>Week 9</b> Date _____							
<b>Week 10</b> Date _____							
<b>Week 11</b> Date _____							
<b>Week 12</b> Date _____							
<b>Week 13</b> Date _____							
<b>Week 14</b> Date _____							
<b>Week 15</b> Date _____							
<b>Week of Finals</b> Date _____							



**SNC Weekly Calendar**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>6 am</b>							
<b>7 am</b>							
<b>8 am</b>							
<b>9 am</b>							
<b>10 am</b>							
<b>11 am</b>							
<b>12 pm</b>							
<b>1 pm</b>							
<b>2 pm</b>							
<b>3 pm</b>							
<b>4 pm</b>							
<b>5 pm</b>							
<b>6 pm</b>							
<b>7 pm</b>							
<b>8 pm</b>							
<b>9 pm</b>							
<b>10 pm</b>							
<b>11 pm</b>							
<b>12 am</b>							



## Journaling



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 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



**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 your 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? \_\_\_\_\_

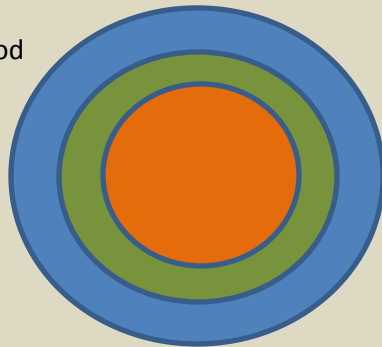
Make a list of what you need to do in preparation for implementing your choice? \_\_\_\_\_

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.

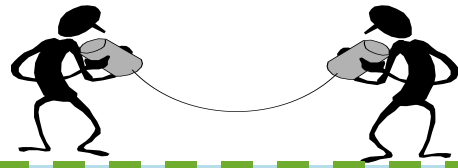
😊 **Identify areas to change**- start small by focusing on one area to approach in a more positive way

😊 **Be open to humor**

*Positive thinking: Reduce stress by eliminating negative self-talk* <http://www.mayoclinic.com/health/positive-thinking/SR00009>



# Improve Communication



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 you are delivering a negative message**

**Build strong and trusting relationships, think creatively, solve problems, and resolve conflict.**

Effective Communication: Improving Communication Skills in Business and Relationships, <http://www.helpguide.org>

# Develop Social Support Network



## Assess Your Level of Social Support

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

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. of 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)



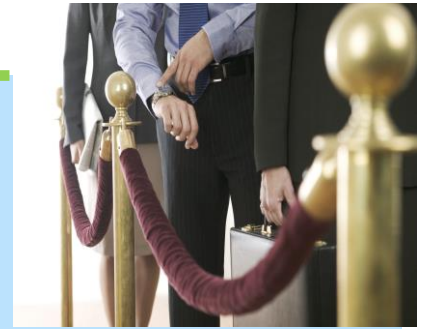
# Procrastination

Procrastination is NOT about being lazy. Just before deadlines we often work intensely for long hours. Working long and hard is the opposite of lazy, so that can't be the reason we do it. If you pretty much always procrastinate, and never really approach your tasks systematically, then you can't accurately say that you know you "do better" under pressure. Procrastination is not a matter, solely, of having poor time management skills, either, but rather can be traced to underlying and more complex psychological reasons.

## Tips to Help Overcome Procrastination

- **Awareness** —Reflect on the reasons why you procrastinate, your habits and thoughts
- **Assess** —What feelings lead to procrastinating? Are they positive, productive feelings? Do you want to change?
- **Outlook** —Alter your perspective. Look at a big task in terms of smaller pieces.
- **Commit** —Start simply by committing to complete a small task, any task, and write it down. Finish it and reward yourself. Create your "to do" list commit to it and then follow through.
- **Surroundings** -Choose wisely where and with whom you are working. Avoid placing yourself in situations where you don't get much done and are easily distracted— such as "studying" in your bed, at a café or with friends
- **Goals** -Focus on what you want to do and set positive, concrete, insightful learning and achievement goals
- **Be Realistic** -Achieving goals and changing habits takes time and effort
- **Self-talk** -. Talk to yourself in positive ways that remind you of your goals
- **Un-schedule** — If your many attempts to make a schedule have failed miserably, make a largely unstructured, flexible schedule where you add only what is necessary. Reduce feeling overwhelmed and increase satisfaction.
- **Swiss Cheese It** —Is devoting short chunks of time to a big task and doing as much as you can in that time with few expectations about what you will get done. This way you'll have less work to do to complete the task, and it won't seem so huge because you've punched holes in it (like Swiss cheese).
- **Stay motivated**

*Understanding and Overcoming Procrastination* <http://www.princeton.edu/mcgraw/library/for-students/avoiding-procrastination/>



# Perfectionism

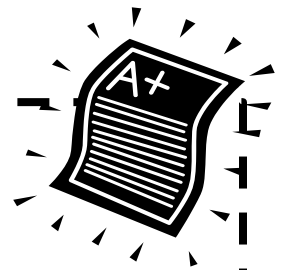
We all want to produce high-quality work, and we can feel internal and external pressure to do so.

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.**

*Getting Past Perfectionism* <http://www.princeton.edu/mcgraw/library/for-students/perfectionism/>



# Over-Commitment



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.)

Activity	Hours p/wk

## 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, mediate, 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 sign of daytime sleepiness: 9+Seek advice of a sleep specialist or medical provider

Name\_\_\_\_\_ DOB\_\_\_\_\_ Date\_\_\_\_\_

Date started\_\_\_\_\_ Date ended\_\_\_\_\_

Medications\_\_\_\_\_

Comments\_\_\_\_\_

**Sleep Log Week 1**

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**

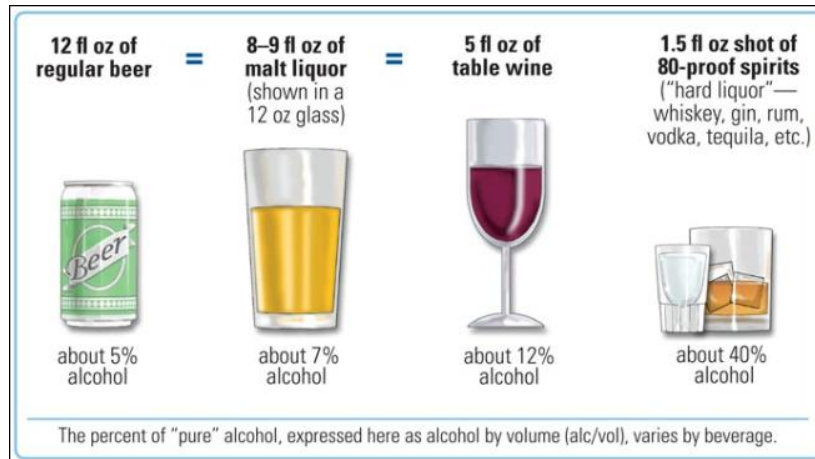
6p 7 8 9 10 11 12 1a 2 3 4 5 6 7 8 9 10 11 12 1p 2 3 4 5 6p Comments

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 partving, feeling more anxious, noisv residence hall, etc.).

# What about alcohol?

## What's a drink?



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?

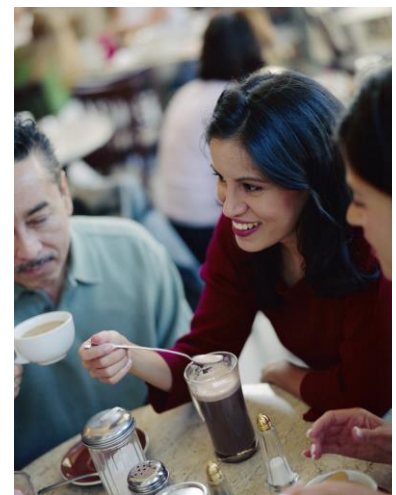


## Tips for Cutting Back

- ☐ 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 Female	Approximate blood alcohol percentage (by vol.) <sup>[3]</sup> One drink has 0.5 US fl oz (15 ml) alcohol by volume								
Drinks	Body weight								
	40 kg	45 kg	55 kg	64 kg	73 kg	82 kg	91 kg	100 kg	109 kg
	90 lb	100 lb	120 lb	140 lb	160 lb	180 lb	200 lb	220 lb	240 lb
1	–	0.04	0.03	0.03	0.02	0.02	0.02	0.02	0.02
	0.05	0.05	0.04	0.03	0.03	0.03	0.02	0.02	0.02
2	–	0.08	0.06	0.05	0.05	0.04	0.04	0.03	0.03
	0.10	0.09	0.08	0.07	0.06	0.05	0.05	0.04	0.04
3	–	0.11	0.09	0.08	0.07	0.06	0.06	0.05	0.05
	0.15	0.14	0.11	0.10	0.09	0.08	0.07	0.06	0.06
4	–	0.15	0.12	0.11	0.09	0.08	0.08	0.07	0.06
	0.20	0.18	0.15	0.13	0.11	0.10	0.09	0.08	0.08
5	–	0.19	0.16	0.13	0.12	0.11	0.09	0.09	0.08
	0.25	0.23	0.19	0.16	0.14	0.13	0.11	0.10	0.09
6	–	0.23	0.19	0.16	0.14	0.13	0.11	0.10	0.09
	0.30	0.27	0.23	0.19	0.17	0.15	0.14	0.12	0.11
7	–	0.26	0.22	0.19	0.16	0.15	0.13	0.12	0.11
	0.35	0.32	0.27	0.23	0.20	0.18	0.16	0.14	0.13
8	–	0.30	0.25	0.21	0.19	0.17	0.15	0.14	0.13
	0.40	0.36	0.30	0.26	0.23	0.20	0.18	0.17	0.15
9	–	0.34	0.28	0.24	0.21	0.19	0.17	0.15	0.14
	0.45	0.41	0.34	0.29	0.26	0.23	0.20	0.19	0.17
10	–	0.38	0.31	0.27	0.23	0.21	0.19	0.17	0.16
	0.51	0.45	0.38	0.32	0.28	0.25	0.23	0.21	0.19

Subtract approximately 0.01 every 40 minutes after drinking.



## Standard Drinks Chart

One Standard Drink is 0.5 oz. of Alcohol

Percent Alcohol by Volume	Drink Size in Ounces				
	Shot	Wine Glass	Cup/Bottle		
	1.25	6 oz	8 oz	12 oz	16 oz
3.5%				0.84	1.12
4.0%				0.96	1.28
4.5%				1.08	1.44
5.0%				1.20	1.60
5.5%				1.32	1.76
6.0%		0.72	0.96	1.44	1.92
7.0%		0.84	1.12	1.68	2.24
8.0%		0.96	1.28	1.92	2.56
9.0%		1.08	1.44	2.16	2.88
10.0%	0.25	1.20	1.60		
12.0%	0.30	1.44	1.92		
14.0%	0.35	1.68	2.24		
15.0%	0.38	1.80	2.40		
20.0%	0.50	2.40	3.20		
30.0%	0.75				
40.0%	1.00				
42.5%	1.06				
45.0%	1.13				
47.5%	1.19				
50.0%	1.25				

EXAMPLE:  
A 16 oz. beer with an alcohol content of 4.5% is equal to 1.44 standard drinks.

College Alcohol Abuse Prevention Center, Virginia Tech

**St. Norbert College**  
**Health and Wellness Services**  
**Main Hall - Garden Level**  
**(920)430-3266**

## Video Resources

### Fitness & Nutrition Tips For College Students

[https://www.youtube.com/watch?v=82r-CFQ\\_3PY](https://www.youtube.com/watch?v=82r-CFQ_3PY)

### Meditation

<http://www.myyogaonline.com/videos/meditation/de-stress-meditation-relaxation>

<https://www.youtube.com/watch?v=-j5Z4E2wkh4>

<https://www.youtube.com/watch?v=Hd22inl-ESg>

### Emotional Eating

#1. <http://www.everydayhealth.com/emotional-health/how-to-end-emotional-eating.aspx>

#2. <https://www.youtube.com/watch?v=mYLhsXqQJKk>

### Sleep

# 1. Start with this video <https://www.youtube.com/watch?v=X0h2nleWTwl>

#2. <https://www.youtube.com/watch?v=4focXBUBFNY>

#3. <https://www.youtube.com/watch?v=a9Y2PCGMAKU>

### Positive Self-Talk

#1. **Video: How to Use Positive Self Talk to Reduce Stress-** and the next #1. <http://video.about.com/stress/How-to-Use-Positive-Self-Talk-to-Reduce-Stress.htm>

#2. **Positive Ways To Start The Day-** go to “sleep” to article “stop hitting the snooze” and click on Megan Clark stop after her interview

<http://readsh101.com/l/snc.html?id=3be191e8>

#3. **Video: Tips for Using Music Therapy to Relieve Stress-**this video could be used with the positive self-talk and tying in music therapy <http://video.about.com/stress/Tips-for-Using-Music-Therapy-to-Relieve-Stress.htm>

### 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=qyhsUPozlpU>

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>