



COLORADO STATE UNIVERSITY

The following are resources from the CSU Health Network.

They are referenced in the "Work-Life Balance" module created by Rebecca G. Cheek (2018).

Please refer to current materials from CSU Health Network, or other appropriate resource, when delivering the module to ensure current and up-to-date information is available for your audience.

For more information, please visit:
<https://health.colostate.edu/>

A Mindful S.T.O.P.

Put this dot somewhere you will see it often – on the cover of your planner, your vanity mirror, or wherever you'd like. Then, when you see the dot, take a moment to S.T.O.P.

S

Stop

Stop what you're doing, and invite your attention to the present moment.

T

Take a breath

Take three deep breaths. Follow your breath as it enters and exits your body.

O

Observe

Observe your experience. Notice any physical sensations, thoughts, and emotions that may be present.

P

Proceed

Proceed with whatever you were doing, mindfully.



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Adapted from Mindfulness and Psychotherapy, Elisha Goldstein, Ph.D.



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Increase your Resiliency & Well-Being

Mindfully Managing Stress 1.0 Workshop for Students

- Mondays, 2/12/18 to 3/5/18, 12:30 to 2:00 PM
- Tuesdays, 2/27/18 to 3/27/18, 10:00 to 11:30 AM
(no meeting during spring break)
- Fridays, 3/30/18 to 4/20/18, 3:30 to 5:00 PM

To register for the free 4-week workshop, call (970) 491-7121.

Questions?

Contact Viviane Ephraimson-Abt
Manager of Resiliency & Well-Being
vabt@colostate.edu
(970) 491-4724

Presentation Requests

health.colostate.edu/services/presentation-request/

Still Point Reflection Space

Drop in to chill out, reflect, meditate, do yoga, or relax.
First floor, CSU Health & Medical Center.

Relaxation Pod

Reserve your 20-minute session by calling (970) 495-5246.
Located in the Still Point Reflection Space.

Spiritual Care Services

- Individual Sessions
- Group Sessions on Eco-Spirituality & Caring for Loss and Grief

To make an appointment or register for a group session, call (970) 491-7121.

Ways to Overcome Procrastination

Make it Meaningful. List all the benefits of completing the task. What's keeping you from doing the task? Relate the task to your goals and recognize the rewards in finishing the task.

Build a Ladder. Break the task down to small, manageable steps. Notice your progress as you reach the top.

Write an Intention Statement. Make a commitment to yourself that you are going to do something that day to achieve your goal. Write it on a 3X5 card and carry it with you!

Tell your Buddy. This enforces responsibilities to achieve your goal. It reminds them of what they should be doing too.

What's your Gold Medal? Find a reward to encourage you to complete the task. DON'T pick a reward that you are going to do whether you complete the task or not. If you don't complete it, you don't deserve it.



Do it now! The minute you find yourself procrastinating, plunge into the task. Then savor the feeling of having it behind you.

Just Say NO – Learn to say no to things that you cannot commit to or do not have time to do. Do not overload yourself with activities. Let go of guilt, it is okay to say no!

The key is to “Work SMARTER, not HARDER”

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CARE FOR BODY AND MIND

Counseling Services 491-6053 • Medical Services 491-7121
Health Education and Prevention 491-1702
www.health.colostate.edu

HAPPINESS JOURNAL

To Start Your Day:

I am grateful for:

1. _____

2. _____

3. _____

What will make today great?

1. _____

2. _____

3. _____

Daily Affirmation

To End Your Day:

2 Amazing things that happened
today:

1. _____

2. _____

How could I have made today
better? _____

Time Management Skills for College Students

Within the first few days of starting college, many students quickly learn that managing their time is one of the most challenging -- and difficult -- aspects of being in school. With so much to do and keep track of, strong time management skills can make all the difference.

Get and use a calendar. It can be a paper calendar. It can be your cell phone. It can be a PDA. No matter what kind it is, though, make sure you have one.

Keep trying new systems. If your cell phone calendar isn't big enough, buy a paper one. If your paper one keeps getting torn, try a PDA. If you have too many things written down each day, try color-coding to help simplify. Very few college students make it through their programs without some kind of calendaring system; keep trying until you find one that works for you.

Write down everything. Write down everything in one place. (Having multiple calendars just gives you more to do amidst an already tight schedule.) Schedule when you plan to sleep, when you are going to do your laundry, when you're going to call your parents. The crazier your schedule gets, the more important this becomes.

Schedule time to relax. Don't forget to schedule in time to relax and breathe. Just because your calendar goes from 7:30 a.m. to 10:00 p.m. doesn't mean you can't.

Allow for flexibility. Things inevitably come up that you weren't expecting. You may not have known that your roommate's birthday is this week, and you certainly don't want to miss the celebrations! Leave room in your calendar so that you can move things around a little when needed.

Plan ahead. Do you have a large research paper due the last week of the semester? Work backward in your calendar and figure out how much time you need to write it, how much time you'll need to research it, and how much time you'll need to pick your topic. If you think you'll need six weeks for the entire project, work backward from the due date and schedule the time into your calendar before it's too late.

Plan for the unexpected. Sure, you just might be able to pull off two papers and a presentation during midterms week. But what happens if you catch the flu the night you're supposed to be pulling the all-nighter? Expect the unexpected so you don't have to spend more unplanned time trying to fix your mistakes.

Schedule rewards in. Schedule a fun afternoon and a nice dinner out with some friends; your brain will need it, and you can relax knowing that you're not supposed to be doing anything else.

Source: <http://collegelife.about.com/od/academiclife/a/timemanagement.htm>

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12 Hour Time Study Worksheet

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 p.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							

- *Briefly summarize how the hour was spent (e.g. studying, social media, eating, gym)*