

Finding Balance

Many students feel the more time and effort they put into their academic work, the more they can accomplish. This may be true to a certain extent, but when a high level of stress is carried for a long period of time, it can actually decrease your productivity and quality of life. We all need non-academic activities in our schedules to give our bodies a much needed break, so our productivity can last the entire term.

1. **Build a strong support system:**

Who is on your support team? Don't neglect them. When students are stressed and anxious they need their support team the most. It can be tempting to pass up on an invite for coffee when a deadline is looming, but going out for an hour or two can do wonders for relieving stress and keep perspective.

2. **Reclaim the activities you once enjoyed:**

Where you involved in a sport or hobby? Consider taking some time each week to weave it back into your schedule again. If not, what activity have you always wanted to try? Feeling productive with non-academic activities can help your academic motivation. Give it a try.

3. **Set workplace boundaries:**

Make sure to separate your work time from your free time. This provides physical, mental, and emotional separation of work from leisure. If you must work from home, consider setting up an office, or setting designated work hours or specific work goals for the day (something concrete to help you set limits on how much or how long you will work).

4. **Take care of your physical self:**

In order for you to work well, you need sleep, a healthy diet and some form of exercise. Take care of your body and your brain will reward you will higher motivation and hopefully greater productivity.



5. **Be patient with yourself:**

Progress is often slow! Be patient and acknowledge the small successes. You might reach your “time limit goal” for the day before your productivity goal, and that’s OK. It happens. Tomorrow is a new day.

6. **Avoid setting too high expectations:**

You are human. You can only be human. Avoid trying to accomplish what you can do on your best day; every day is not your best day. Aim for an average day accomplishments. Create a task list you know you can manage and get to it. Feel productive.

7. **Evaluate your daily activities and responsibilities:**

In high school, you may have been able to work full time, manage an 18-unit course load and balance a social life. Take a step back, and weed out time-wasting activities. Prioritize tasks that are absolutely necessary to your life and schoolwork.

8. **Take energy breaks.**

Many students work for too many hours before taking a break and often their breaks include facebook, television and many other brain zapping activities. Try to take a break every hour or two to fill your energy tank before getting back to your work. Short energy giving breaks can be a short walk, a few minutes of exercise or eating a healthy snack. This will ensure your brain is able to tackle the next hour or so of work. Remember the better you treat your brain and your body throughout the term, the healthier it will function for you while you study and write your finals.

9. **Visit a success coach.**

If you would like more information on this topic visit a success coach. To book an appointment, visit the student success office (2nd floor of south campus hall) or call 519-888-4567 ext. 84410.

