

Time/Stress Management

- * Plan ahead to keep things in balance
- * Make “To-Do” lists → Attainable lists
- * Make a schedule → put it on your calendar, prioritize
- * Be organized
- * PLANNING!
- * Sleep well
- * Set aside time for prep-work
- * Keep BIG picture in mind
- * Make workplace “homey”
- ** Include “fun” activities in your days → helps keep stress levels at bay
 - Yoga/workout/hikes
- * Make your goals clear for the time, then try to plan to do something about it
 - What do you want to get out of your time as a TA/grad
 - Goals should be, specific, realistic, achievable, measurable, timely (**SMART** goals)
- * Be efficient → smart phones → know when to keep “ON” and “OFF”
- * Try not to procrastinate → but also designate work/”down” time

CUPE2278 → TA Union

Talk to other TAs or instructors if struggling