

Stress and Time Management

Chester Williams, Principal Sponsored Programs Officer/AOR
Office of Sponsored Programs



September 27, 2023

2023 SYMPOSIUM
FOR RESEARCH ADMINISTRATORS

**How do you
deal with stress
and time
management at
work?**





Impact

- Even Minor Stress can impact your performance

Make

- Make time for yourself

Have

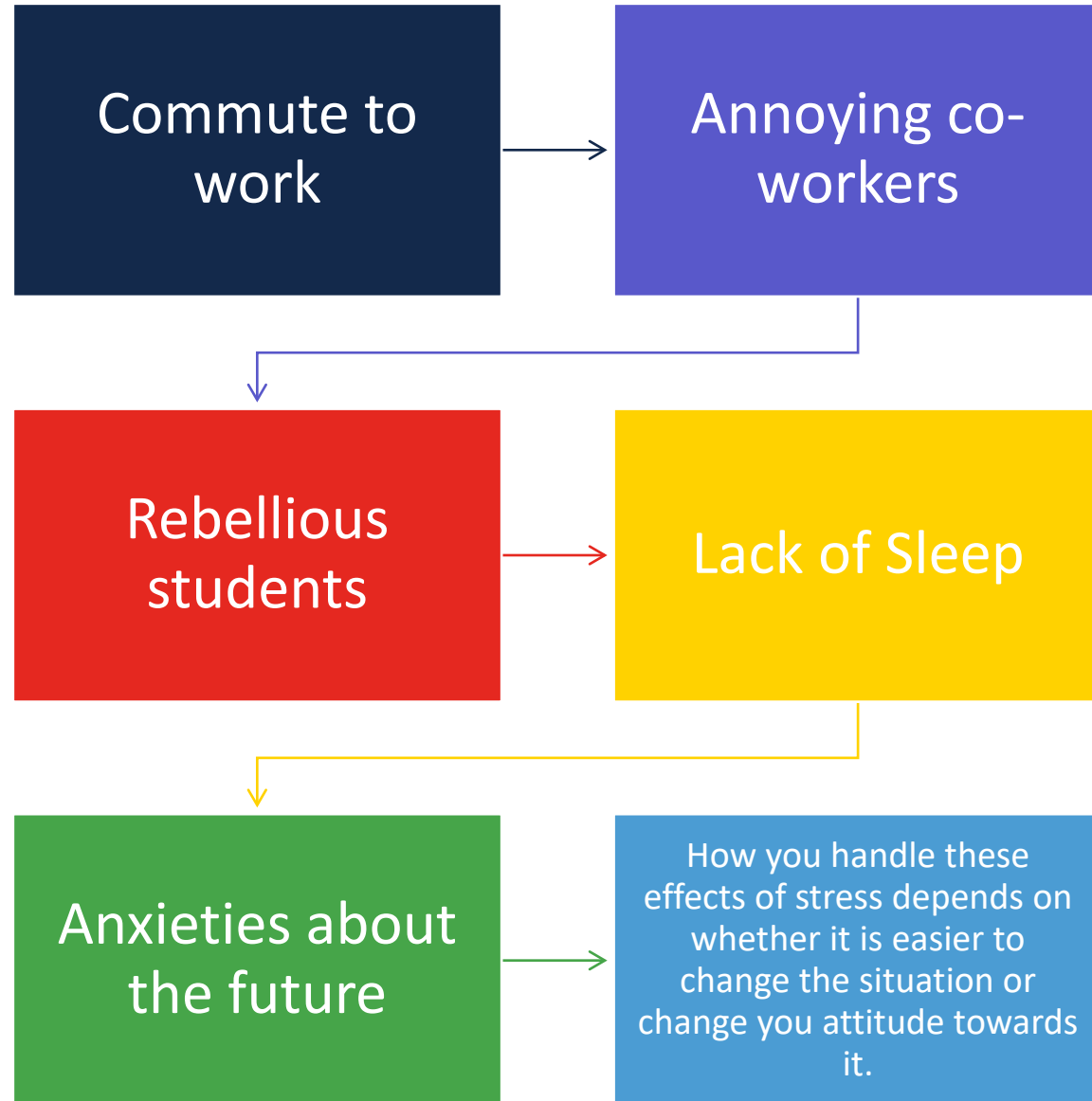
- Have a balance between work and home

Prioritize

- Prioritize Tasks

Know

- Know that you are NOT alone



Minor Stress Impact

Suggestions

Make

Make time for yourself

- Exercise – A few minutes each day reduce stress and promote health benefits

Have

Have a balance between work and home

- Try to keep your work hours separate from you time with your family

Prioritize

Prioritize Tasks

- Create a list at the beginning of each day and note which items are the most important and which one you can put off.

Know

Know that you are not alone!!





Question?

- ❖ *Can you overcome stress?*
- ❖ *Can time management be your friend?*



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL