

Tips for Students

Time Management Skills

The pressure of trying to stick to a schedule can be stressful. It may take great effort, help and practice to find a system that works for you.

Study for short periods of time.

Try to develop a study routine, and select a preferred time and place to study. If it helps, change your routine each week and try different places to study.

Create an environment that works—for you!

Be flexible, but also be sensitive to what works best for you.

Keep a daily calendar, use the approach that is most comfortable for you—wall calander, planner, computer, watch, etc.

To figure out time to set aside for long-term projects, list all the steps you will need to take to complete the project. Then estimate how much time will be needed for each step and count backward from the due date. Always allow more time than you think you will need for each step. This can give you a better sense of the time required for the project. It also can help relieve some of the anxiety of the “unknown” in tackling a new project.

Keep the syllabus for each course in a place where it won't get lost. Make an extra copy, just in case.

Make sure that you know the due dates for each assignment.

The goal of time management should be to strike the right balance of work, academics and social activities.

Build in a little extra time for unexpected problem-solving. You will be glad you did this when unexpected things happen.

—CENTER FOR LEARNING

On-the-Go Eating Can Be Healthy

Drive-through dining and quick-serve restaurants are the choice for many on-the-go consumers, especially when balancing various family needs. Nowadays, many restaurants are making it easier for customers to keep their health in mind when dining out. New menus popping up at many quick-serve restaurants also include smaller portions and readily available nutrition information.

The next time you dashboard dine, here are some healthy suggestions:

- Order tacos or burritos with salsa and skip the cheese.
- Top pizza with chicken, Canadian bacon or lean ham and don't forget the vegetables or even fruit. Try bell peppers, onions, mushrooms, tomato, broccoli, spinach, artichoke hearts or pineapple slices.
- Ask for a grilled chicken sandwich served on a baguette.
- Drink water or skim milk instead of a soft drink.
- Request all dressings, condiments and sauces on the side.
- Order smaller-sized burgers, share fries with a friend and substitute a salad for French fries.

If you decide to pack food while driving to your destination, try these quick, safe and easy foods to take on the road.

- Single-serving boxes of cereal, trail mix, energy bars, granola bars, cereal bars, bagels, muffins or crackers.
- Raw fruit and vegetables including carrot and celery sticks, grapes, single-serve applesauce, whole fruit (apples, peaches or bananas) or dried fruit mix.
- Peanut butter (for sandwiches or with celery and apples), nuts and single-serve packages of cheese and crackers.
- Bottled water and juice boxes.

Just remember, you don't need to leave your healthful eating plan in the driveway when you hit the road. —AMERICAN DIETETIC ASSOCIATION



*On Hallowe'en the thing you must do
Is pretend that nothing
can frighten you
An' if somethin' scares you
and you want to run
Jus' let on like it's Hallowe'en fun.*

- FROM AN EARLY 19TH CENTURY - HALLOWEEN POSTCARD

How to Get Out of a Slump

Volunteering not only brings joy to others—it can help you feel better about yourself.

There are times on our journey through the huge-ness of life that we feel lost, unloved, helpless and defeated. What do we do when we find ourselves in such an unhappy state? Some of us escape into the land of danger and defeat. We “get out of ourselves” by drinking too much, or taking drugs, or feeling sorry for ourselves, or complaining, or whatever else that stops us from doing what is truly necessary...and that is taking responsibility for our own experience of life. And we look out at the world with envy imagining that everyone else out there has been given a more fulfilling and enjoyable life than we have. Not good!

There are many healthier and happier alternatives. One of these alternatives, which is simple but HUGE in its force, is to “get out of ourselves” by getting involved in the lives of others who are less fortunate. What does that look like? We help feed and clothe the poor; we help build houses for those who have no homes; we visit the homes for the aged; we read to children in hospitals...and all manner of such beautiful things.

It's not that getting isn't wonderful...it is. And learning how to take with gratitude is a sign of an open heart and brings us much joy. But giving has its own special rewards. It is the pathway to finding and increasing our feelings of self-confidence and worth. And in the end, it is just these feelings that we are all yearning for during those times when our lives seem so empty and unhappy.

So here is what I suggest: Any time you feel yourself in a depressed and unhappy state, immediately get up and get out to help the world in any way you can. And as you make helping others a part of your everyday life, any feelings of de-

pression and unhappiness will appear less and less and less...and feelings of joy, gratitude and all good things will appear more and more and more. It works every time. —SUSAN JEFFERS, PH.D.



Afraid and Phobic of consuming any medication

For some people, concern about taking medication becomes a fear or even a phobia (avoidance) of taking medication. Such a fear not only involves medication for anxiety disorders but also all other medication, whether it's aspirin or antibiotics. Sometimes the fear causes the person to have difficulty swallowing pills.

If you have a fear of taking medication, then you should be open about your fear with your doctor. Discuss every possible reason why you might be afraid. If you haven't thought about it, then take a half an hour or so to write down how you feel. Much of your fear probably has to do with a lack of knowledge about medication, so, as with other concerns mentioned in this article, you need to start researching medication and understanding why it is used in anxiety disorders treatment.

You also should discuss your concerns about medication with a therapist. Tell the therapist that this is a major fear for you, and you think it is a priority to work on it (just as someone would work on the fear of driving or public speaking). A fear of choking would involve similar work.

A fear of medication is not unusual, particularly among people with anxiety disorders.

Excess Noise

bad for your mind and body

Unwanted noise is a problem worth shouting about. Whether it's jack-hammering construction workers or your neighbor's 150-decibel sound system, it can result in mental and physical suffering. According to psychologist Arline Bronzaft, toxic noise has been linked to stress, hypertension, cardiovascular disorders, and even deficits in children's learning and reading skills. A British mediation service claims that 70% of its work is with noise-related disputes. “People woken at 2:00 a.m. night after night become ratty, depressed, and can become violently angry,” says Professor Stephen Palmer of London's Centre For Stress Management.

In order to combat toxic noise, notify people who are responsible for making the noise know that it is affecting you--either in person or by a letter. If all else fails, you may need to take the legal route. Most cities have a department of environmental protection that will deal with noise problems. They'll come and measure the noise, and if it's louder than the allowable level, will issue a violation. If the problem is with a noisy neighbor, you need to call the police.

—CHRIS DUNKERLEY



Remember Daylight Savings Time ends on October 30th-- Fall Back!

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