

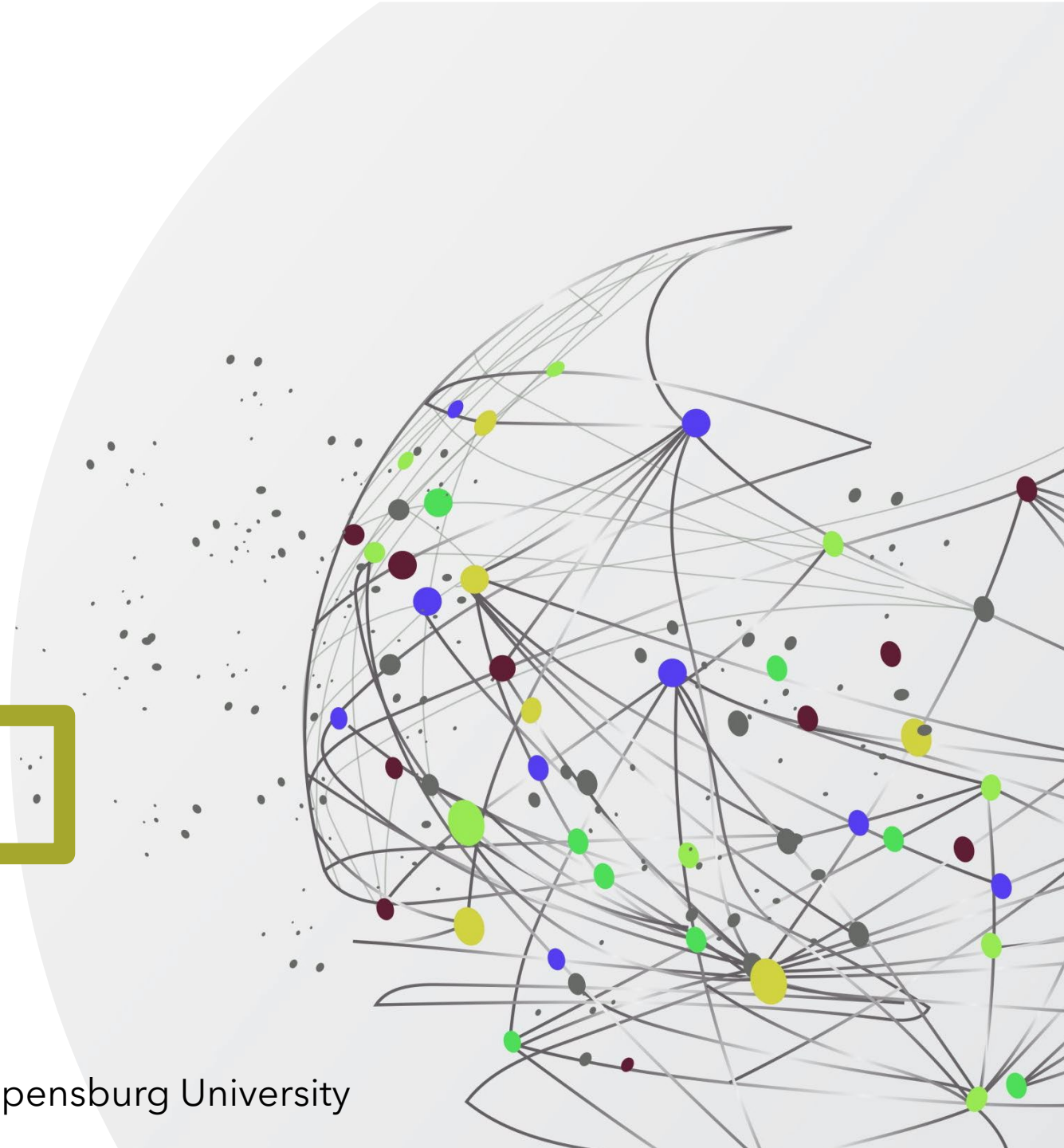


Time & Stress Management

PA Bankers Association
Career Development &
Internship Experience
Program



Presented by Toru Sato, Dept. of Psychology, Shippensburg University





Introductions

- Toru
- Arriving in the moment

Participants – name, which school, which bank,
thought/feelings you noticed



Time Management Challenges

- Multitasking – quality suffers
- Hyperfocused – other tasks/needs neglected
- Last minute – quality suffers
- Perfectionism – can't start or finish

Breakout groups
Which apply to you?



What can we do about these challenges?

(Which ones do you face most) poll

- Multitasking
- Hyperfocused
- Last minute
- Perfectionism



Some ideas:

Prioritizing

Backward Time Planning - decomposition

Action setting – actions we can control

Pomodoro Strategy – what kind of breaks are useful?

Asking for Help

Balance Sticking to plan vs Flexibility to change plans

Being kind to ourselves – good effort instead of perfection

Which do you find useful for you? poll



Stress Management



Dance - Blue Bird
Little wave big wave
Querencia



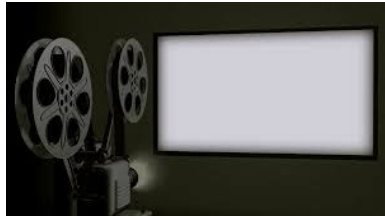
Mindfulness Meditation

Focus on Breath

Observe Thoughts & Feelings

*"What we are looking for
is what is looking"*

St. Francis of Assisi



1. We can choose our thoughts
2. We have all we need to face all of our challenges

4 Layers of All Beings

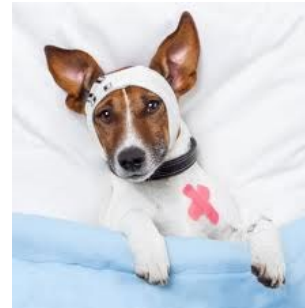
1.



2.



3.



4.



Eric & Homeless man

Your Life Example:
Layer 2 & 3 in another person
Breakout Group



All thoughts & Feelings are Layers 1, 2, & 3

The Work

<https://www.youtube.com/watch?v=CHdM96nrh6w> first 18min

Complete worksheet

https://thework.com/wp-content/uploads/2019/07/jyn_en_mod_6feb2019_r4_form1.pdf
complete up to #4



Byron Katie

- 1) Is it true?
- 2) Can you absolutely know that it's true?
- 3) How do you react, what happens,
when you believe that thought?
- 4) Who would you be without that thought?

Turn it around

Role Play All beliefs & feelings are Layers 1, 2, & 3



Thank you!

Questions & Comments