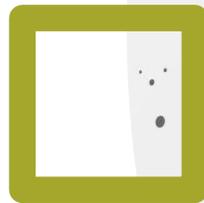




# Time & Stress Management

PA Bankers Association  
Career Development &  
Internship Experience  
Program



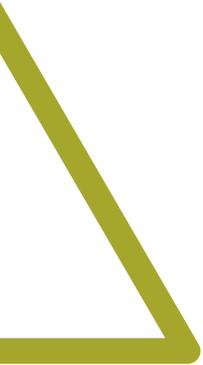
Presented by Toru Sato, Dept. of Psychology, Shippensburg University



## Introductions

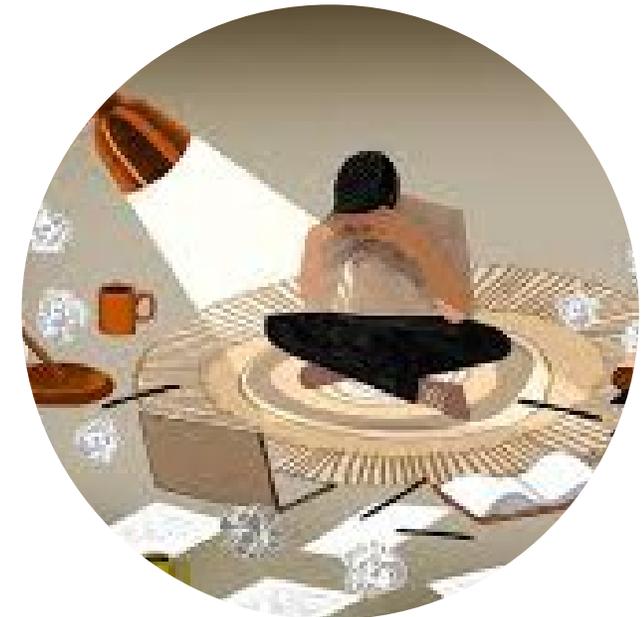
- Toru
- Arriving in the moment

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

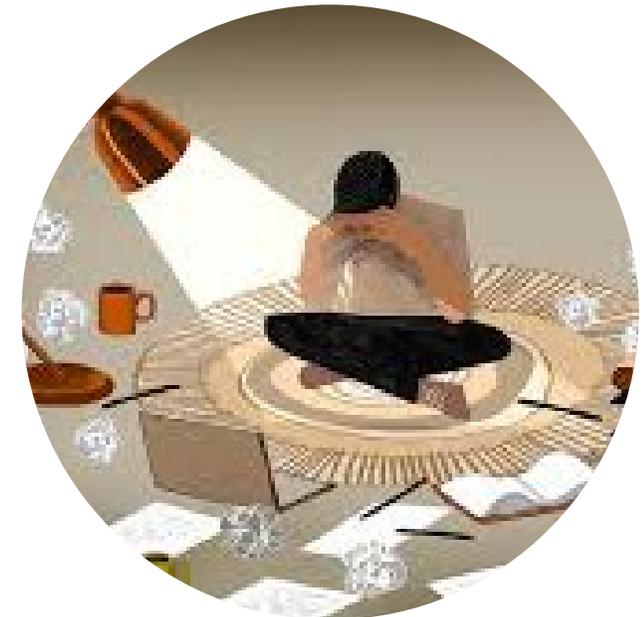


*Breakout groups*  
*Which apply to you?*

# 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



# Stress Management



Dance - Blue Bird  
Little wave big wave  
Querencia

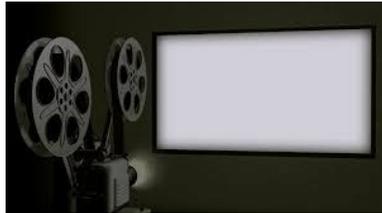


## Mindfulness Meditation

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

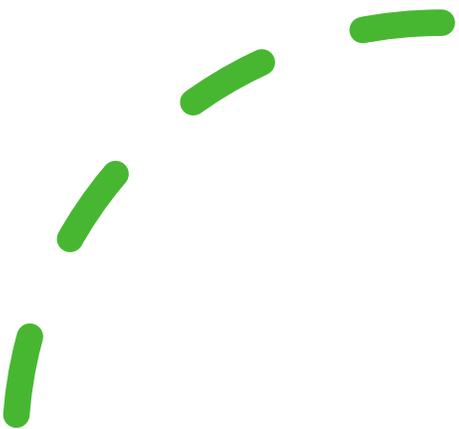


Byron Katie

- 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