

# Managing Personal Stress

Class 3

Public Management Skill Development: Dr. Scott Valentine

## Agenda

- Final book update
- Last week
- Diagnostic Surveys
- Chapter comprehension
- The Case of the Missing Time
- Time Management: One Example

## Last Week

- The risk of knowing oneself
- Cultural differences v. cultural distinctions
- Emotional Intelligence:
  - Emotional Awareness
  - Emotional Control
  - Emotional Diagnosis (Empathy)
  - Emotional Response

## Diagnostic Surveys

- Stress management assessment (p. 162)
  - What are some of the skills indicated by the questions?
- Time management assessment (p. 162)
  - How honestly did you answer these?
- Type A Personality Inventory (p. 163)
  - Balance is as important as total score
- Social Readjustment Rating Scale (p. 164)
  - What is the flaw in this?

## Chapter Comprehension

- 5 minutes to answer the 10 multiple choice questions.
- Don't forget to write your name and student number on the top of the page.
- Although this is a simple and rather informal test please keep your eyes on your paper.

## Pt. 1: The Case of the Missing Time

- Groups:
  1. Identify which of the four key sources of stress (p. 117) and their subgroups were evident in the case. Give examples.
  2. Rank the three most influential sources of stress on Chet.

## Pairs: Stress Management Strategies

- P. 121 lists stress management strategies:
  - Which of the six core traits from session 1 would be useful in developing and implementing each of these strategies? And why?

Positive attitude, Proactive approach, Self-discipline, Ownership over one's life, Empathy, Ownership over relationships

## Pt. 2: The Case of the Missing Time

- Groups: Imagine you are consultants.....
  1. Which of the core traits could Chet improve upon to reduce the stressors in his life?
  2. How would you recommend he implement a program to reduce stress?

## A Scheduling Exercise: the basics

- On the schedule you have received:
  - Block off the classes you are taking.
  - Block off three hours of study time for each hour of class time.
  - Block off breakfast lunch and dinner times
  - Block off commuting time.
  - Block off any part-time work commitments.

## A Scheduling Exercise: the balance

- On the schedule you have filled out:
  - Social 1- identify at least 3 hours of week for socializing with people who are important to you.
  - Social 2- identify at least 3 hours of week for socializing the person who is most important to you.
  - Health- plan 4 hour of exercise each week.
  - Spiritual- plan 3 hours of a spiritual activity
  - Cultural- plan a 2 hour cultural activity
  - Career- plan 3 hours per week to learn a new skill
  - Core traits- what will you do to development these?

## Next Week

- Complete the following diagnostic surveys for chapter 3 (p. 166-171)
- Read: Text Chapter 3 (p. 172-207)
- Read Case: *Creativity at Apple* (p. 208-209)
- Make sure you have signed up your group!

## Final task

- Please write your name and e-mail address on the sheet provided.
- Please form groups of three for the student-led case study exercise. The list of topics will be taped to my door (room #620) so sign your group up to the desired topic. First come, first serve.