# BUS 1160: Working in a Professional Environment



## Week 2 Course Outline

**Sections**

### Overview – Time and Stress Management

### Managing Time

### Managing Stress

**Readings**

* ***Professionalism Skills for Workplace Success*** (Anderson & Bolt), Chapter 3.

**Discussion Question**

* How do you manage stress?

**Assignments**

* Watch videos listed below
* Exercise 3-1: Recognize your stress
* Exercise 3-3: Avoid time wasters
* Activity 3-2: Research responses generated by prolonged stress
* Activity 3-4: Effects of good and bad time management

**Videos to Watch**

[Organization and Time Management (03:58)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=42288&loid=123837&psid=0&sid=0&State=&title=Doing%20The%20Job:%20Basic%20Job%20Skills&IsSearch=Y&parentSeriesID=)

Making choices is part of time management. Tips for making wise choices for time management and organization are included. Time wasters include personal texting and calls.

[Prevent Stress with Time Management (03:18)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=48018&loid=137664&psid=0&sid=0&State=&title=Help%21%20I%27m%20Stressed%21&IsSearch=Y&parentSeriesID=)

Worrying about unfinished tasks can be very stressful. Creating a Time Plan will help you stay on track. See examples of tracking and prioritizing tasks.

[Good Stress (2:31)](http://hrt-proxy.libraries.vsc.edu/login?url=http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalPlaylists.aspx?aid=6842&xtid=10887&loid=9200)

The same part of the brain fires up when excited or worried and produces similar symptoms. Positive effects of stress provide motivation, productivity, energy and creativity.

[Review of Stress Management (01:30)](http://digital.films.com.hrt-proxy.libraries.vsc.edu/PortalViewVideo.aspx?xtid=10887&loid=9212&psid=0&sid=0&State=&title=Stress%20Management&IsSearch=Y&parentSeriesID=)

Both good and bad stress are common workplace experiences. Staying healthy and taking personal time are keys to stress management.

**Additional Resources**

* [www.mindtools.com/smpage.html](http://www.mindtools.com/smpage.html)
* [www.cdc.gov/niosh/topics/stress](http://www.cdc.gov/niosh/topics/stress)
* [www.effective-time-management-strategies.com](http://www.effective-time-management-strategies.com)
* [www.studygs.net/timman.htm](http://www.studygs.net/timman.htm)