# BUS 1160: Working in a Professional Environment

## Week 2 Overview: Time & Stress Management

This lesson will introduce you to tools that will help you recognize when you need to begin taking control of your time, which in turn, will lead you to managing your stress. These tools are important in managing your emotions both in your professional and personal lives. Some behaviors demonstrated while under time constraints and other forms of stress can be showstoppers when observed in professional settings. Learning to manage your emotions is a true sign of a professional, and this lesson will introduce you to some of those tools. You will become aware of some of your behaviors while under stress, which can prove to be very helpful in making you a more productive and effective worker.

### Managing Time

A lot has been written about time—the inevitable, manmade constant that tracks, and to some extent, controls our lives. Time is an important aspect of our daily lives, and of course, our professional lives. Organizations use time to determine goals, priorities, pay, and even performance. Understanding how to use time to your advantage can be a great asset to professional growth. For example, you are surrounded by time within this course. This is the second week of the course. You will have one week to complete assignments and readings, in which, you will have to prioritize your studies and balance them against the time constraints you have with your job, your family, your chores, your church, and/or anything else you have going on in your life. Then, you will have 3 hours to practice and experience time management in our class; which may intentionally lead you to needing to manage your stress.

### Managing Stress

We all experience stress and it’s important that we do. What? Yes, it is important that we have stress in our lives. Stress can be healthy and is necessary in our lives. Sometimes we bring stress on by ourselves, such as getting married or signing up for a college course. But it’s those times when we can’t control situations that will bring on stress, such as natural disasters or death to loved ones. Your behavioral reactions are what is known as *emotional intelligence*.

You will be introduced to several tools that can measure your emotional intelligence and can increase your awareness of your behavioral boundaries. Many more sophisticative tools are outside the scope of this course; however, you will be given sources that you can explore at your leisure.



