**Welcome to Time and Stress Management**

Please answer the following questions, as we will refer to this information during our time together.

Name

Employment Location

Your Role

Longevity at this institution

To get your brain thinking about “Time and Stress Management”, please jot down your ideas to the following questions:

1. How would you define stress and procrastination?
2. Think of the many times you ‘just didn’t have enough time in the day.” When did it occur? Who was involved? How did you feel? How did it end?
3. What goals do you have specific to managing your time and stress, both personally and professionally?