



## **Student Services Counseling Center**

***Where students are assisted with academic, career and personal needs.***

Greetings from the NTC Counseling Center. The counselors at NTC are available to help guide, support, and assist students with academic, personal, and career needs. Student support is our priority. Monthly, we will share information that is designed to support you as you work to reach your goals here at NTC. We're here to help.

### **Managing Your Life: How to Avoid Feeling Overwhelmed**

I have some good news and bad news. The good news is that we have 24 hours a day to complete the things we need to complete: study, run errands, feed ourselves, rest, spend time with our families, etc. The bad news is that we *only* have 24 hours. Do you feel overwhelmed day after day? It can happen so easily; study time, family time, errands to run, phone calls to return... before you know it, your "to do" list is out of control. So how do you finish your day feeling accomplished? It's not easy, but there is one simple thing you CAN do to feel a bit better about your crazy schedule...

You can say "No."

We tend to say "yes" to things to avoid feeling guilty, to genuinely help, or because we feel incapable of saying "no." But everyone suffers when we take on too much and submit work that is substandard. That, in turn, affects how we feel about ourselves, and we spiral into wondering why we ever said yes in the first place. So if you tend to take on more than you should, here are a few ways to say NO and feel better about doing it:

- First, the more sure you are of your goals and priorities, the easier it will be to turn down an offer that does not fit into your plan. Will it delay your goals? Is it far from your list of priorities? If so, feel confident that saying no will actually keep you on track! Nothing derails a goal like feeling overwhelmed and exhausted with *someone else's goals* consuming all of your time!
- Practice different ways to say no that are firm, yet polite. For example, "Thank you for thinking of me, I'm unable to fit that into my schedule." Or try, "I'm sorry, I'm not available at that time." You don't always need to explain why you are turning something down - you have the right to determine your own workload and schedule.
- When you absolutely find yourself in a bind, be sure to set parameters if, in fact, you must say yes to someone. Try something like this: "I'm happy to do what I can, but after this week I will be unable to participate." Or, "Next time, perhaps we could plan earlier to allow more time to work on this project." Even when we say yes, we can protect our schedule and emotions.

If you are feeling overwhelmed, perhaps we can help you find some strategies that will work for you. If you'd like to schedule an appointment with a counselor here at NTC, please call 715.803.1029. In addition, we'll be offering a **free workshop** on time management on **Tuesday, February 17, in C132**, the Transfer & Placement Office: **"24 Hours are not Enough! How to Make the Most of Your Day."** No need to register – just join the group if it fits into your schedule.