

# TCNJ RecWell *Wellness Newsletter*

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- **Focusing on What Matters to You:** Time Management & Goal-Setting
- **Sensory Tools:** Assisting in Self-Regulation
- **Gratitude:** A Key to Well-Being
- **Vision Boards:** A Creative Way to Think Through Goals
- **Refresh Button:** Fun Pages for Mental Relaxation

Page 2

Page 10

Page 11

Page 12

Page 15

## ❖ Focusing on What Matters to You: Time Management & Goal-Setting

- Coming back to campus after a long, winter break and beginning a new semester demands time and attention towards organizing your schedule and personal environment, along with setting goals. There is a correlation between time management and academic performance. The better an individual is at managing their time, the more likely they are to make a positive impact on academic performance.

(Rathnayake, 2021)

- Being in college requires increased self-awareness and autonomy in decision-making, and this can be stressful for students. As you learn about the supports available to you at TCNJ, along with practicing time management strategies, you may have a greater sense of control and satisfaction with your performance in multiple life areas, while minimizing stress.
- Everyone can benefit from reviewing time management, organizational, and goal-setting strategies in order to increase their chances of success in any role (student, athlete, friend). Aiming to serve a neurodiverse population, I have laid out some strategies for time management. Take a look at the subsequent PDF document for more information.
- Other strategies are listed below the PDF





# TIME MANAGEMENT WEEKLY CALENDAR

## Why is it important to keep a schedule?

### WHAT IS A ROUTINE?

**IT IS A SET OF ACTIONS (OR JUST ONE ACTION) THAT ARE DONE REGULARLY OR AT SPECIFIC INTERVALS.**

DEFINITION FROM [WWW.LIFEHACK.ORG](http://WWW.LIFEHACK.ORG)

aka, how we structure our time.

For example, we make a weekly routine based on the activities we need to do and want to do.

This may include:

- classes
- study sessions
- time to get outside and hike
- play video games
- sport practices
- time to eat
- sleep schedules
- time to call family and friends off campus
- put in big & small tasks, like making the bed or folding laundry



### WHY CAN HAVING A ROUTINE HELP YOU?

- increases sense of control
- increases satisfaction when items are accomplished/completed
- allows us to use our brains in this decision-making process only once (when we write out our schedules). This allows us to conserve energy for other tasks. (Trinity, 2020)
- planning ahead lays the foundation for future daily/weekly changes in this ever-changing world (Carter, 2021)

### HOW DO I SET A SCHEDULE?

- structure those activities that we do daily (eat, sleep, go to class) at the same time daily. Allow the flexible activities (leisure/fun time, exercise, talk to friends) to adjust as you need.
- there should be gaps and free time. Do not pack your schedule.
- write out weekly or daily plans: do what works best for you
  - you can have a weekly or monthly calendar, but then write out your tasks every morning. This allows for daily adjustments as needed & relieves some stress in case what you planned for in advance needs to change
- have a good balance between work & play

(Trinity, 2020)

1. Carter, C. (2021, January 26). how to structure your day to feel less stressed. Greater Good Science Center. Retrieved January 25, 2022, from [https://greatergood.berkeley.edu/article/item/how\\_to\\_structure\\_your\\_day\\_to\\_accomplish\\_more](https://greatergood.berkeley.edu/article/item/how_to_structure_your_day_to_accomplish_more)  
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## Tips & Tricks

1. use academic planners
2. begin with the hardest or most challenging tasks/assignments first
3. Use an analog clock, not a digital clock, to actually see the passage of time
4. Break down tasks into manageable portions
5. create a 30 minute playlist, with classical music or music that helps you study. Listen to the playlist every time you study, allowing yourself a 5 minute break after the playlist ends



(“10 Time Management Strategies for Student Success”)

### 6. Use the Pomodoro Technique

- This technique chunks your day into 25 minutes with a five-minute break; after three or four pomodoros, you take a longer break of about 15 - 20 minutes.
- This system encourages a sense of urgency, and a tangible chunk of time to work and complete a task to its fullest. You are then rewarded with a short break.
- Take this break to move and get your blood flowing. Stretch, get a healthy snack, and rest your eyes from looking at a close screen.
- [Link to this Technique](#)



## More Tools for Success

**Table 3. Success Skills for College**

<b>Time management</b>	<ul style="list-style-type: none"> <li>• Plot assignments, tests, and other commitments on paper or electronic organizer to see the long-term schedule “at a glance.”</li> <li>• Schedule time to study every week, and before midterms and finals. Err on the side of overbudgeting time; if you end up not needing it then it’s a reward.</li> <li>• Create a daily schedule based on the fluctuating demands of classes.</li> <li>• Prioritize “to-do” items by placing them on an A-list, B-list, or C-list.</li> <li>• “Self-check-in” at different times throughout the day (e.g., make a mental list of what needs to be done while taking a shower).</li> <li>• Learn to be comfortable in saying “no” to social invitations that conflict with your study plans.</li> </ul>
<b>Writing papers</b>	<ul style="list-style-type: none"> <li>• Budget plenty of time.</li> <li>• Research sources, make hard copies, and write notes on them.</li> <li>• Use prewriting activities to explore ideas about what you want to say.</li> <li>• Write an outline, including the estimated number of pages for each section. Share this with your professor.</li> <li>• Write a rough draft (or two) before a final version.</li> <li>• Utilize support services available from the campus writing center and departmental peer tutors.</li> </ul>
<b>Test taking</b>	<ul style="list-style-type: none"> <li>• Quickly review the entire test before answering anything; make notes on anything you may forget.</li> <li>• Budget time for each section, as well as some at the end to review your work.</li> <li>• Read directions carefully; circle or underline exactly what is being asked.</li> <li>• Answer the easiest questions or sections first.</li> <li>• Answer all questions, unless you are penalized for wrong answers.</li> </ul>
<b>Reducing stress</b>	<ul style="list-style-type: none"> <li>• Use lists to keep organized, and take pleasure in crossing off completed items.</li> <li>• Manage anxiety as best you can; use relaxation techniques such as deep breathing, meditation, self-affirmations, etc.</li> <li>• Focus on the possible positive outcomes of a situation; do not dwell on negative thoughts.</li> <li>• Cultivate healthy habits of eating and exercise.</li> <li>• Use visualization techniques to temporarily imagine being in a preferable place.</li> <li>• Balance study with recreational “rewards” such as meeting friends for coffee or going to the movies.</li> </ul>

(Connor, 2012)

**Table 4. Strategies for Note-Taking in Classes With Dense Content**

Strategy Acronym	Components	Use
<b>I SWAM</b>	<b>I</b> - INTEGRATE previous notes and readings <b>S</b> - SIT close to the teacher <b>W</b> - WRITE down everything <b>A</b> - ANALYZE verbal, nonverbal, and body language <b>M</b> - MONITOR for attention	To help take notes when the instructor talks fast.
<b>PP 123</b>	<b>P</b> - PREPARE to take notes <b>P</b> - PLAY the tape in small sections <b>1</b> - Listen . . . for meaning <b>2</b> - Listen . . . and take notes <b>3</b> - Listen . . . and review	To help take notes from a taped lecture.
<b>TASSEL</b>	<b>T</b> - TRY not to doodle while taking notes <b>A</b> - ARRIVE at each class prepared <b>S</b> - SIT near the front of the classroom <b>S</b> - SIT away from friends <b>E</b> - END daydreaming <b>L</b> - LOOK at the teacher	To help focus and reduce distraction when taking notes.

Note. Adapted with permission from the Learning Toolbox (<http://coe.jmu.edu/LearningToolbox/notetaking.html>). The Learning Toolbox has descriptions of each of these strategies, as well as other note-taking approaches.

(Connor, 2012)

## TCNJ Center for Student Success

- Remember that the Center for Student Success has resources and staff to assist you in utilizing strategies for success
  - Home: <https://css.tcnj.edu/>
  - Academic Resources: <https://css.tcnj.edu/resources/>

## TCNJ Accessibility Resource Center

- provides support services to TCNJ students who have identified themselves as having disabilities
- for those with physical challenges, the office provides assistance with accommodations for your residence hall room or academic classroom
- For those who have a documented learning disability, the ARC provides support services relative to academic achievement.

1. General Information: <https://arc.tcnj.edu/students/general-info/>
2. Transitioning, Advocacy, High School Vs. College, & Learning to Study Page: <https://arc.tcnj.edu/students/general-info/>

## Wellness Wheel: A Holistic Look at Your Life

- your time should be made up of the things you need to do, but also want to do. Being well and enabling positive well-being means having a balance of involvement and control in all areas of the Wellness Wheel. Forming a routine around these areas can increase satisfaction, enjoyment, and quality of life

- emotional
- social
- occupational
- financial
- environmental
- physical
- intellectual
- spiritual



- Consider completing the activity below (from the J. Flowers Health Institute) to reflect on your balance of these wellness areas. Ask yourself these questions:

### Physical

1. Do I eat a balanced nutritional diet?
  2. Do I exercise at least three times a week?
  3. Do you use alcohol or other substances safely?
  4. Am I generally free from illness?
  5. Am I a healthy weight for my height?
-

## Financial

1. Do I have a budget and am I able to save money?
2. Does my behavior reflect my beliefs and values about money?
3. Am I using my money wisely?
4. Do I have financial goals and plans for the future?

## Intellectual

1. Do I strive to learn new things and exercise my brain?
2. Do I engage in mentally stimulating activities?
3. Do I learn new skills?
4. Do I have positive thoughts?
5. Do I spend time on personal and professional development?

## Emotional

1. Am I able to express and communicate my feelings?
2. Do I have control over my emotions?
3. Am I able to adapt to change?
4. Am I independent?
5. Am I emotionally stable?



## Social

1. Can I resolve conflicts in all areas of my life?
2. Am I perceptive of other people's feelings?
3. Do I communicate well with others?
4. Do I have people in my life that I can trust?
5. Am I able to set boundaries?
6. Do I have a sense of belonging?



## Spiritual

1. Do I have a sense of meaning and purpose in life?
2. Do I trust other people?
3. Am I able to forgive myself and other people?
4. Do I have values and beliefs that I base my life around?
5. Do I have a feeling of inner peace?

- TCNJ Counseling and Prevention Services are available, if you need support from a mental health professional
  - group counseling (long or short term), workshops, brief individual counseling, referral assistance, and urgent appointments

- if you are a visual learner & like structure, you can complete Your Wellness Wheel Worksheet here or below



**J. FLOWERS**  
HEALTH INSTITUTE

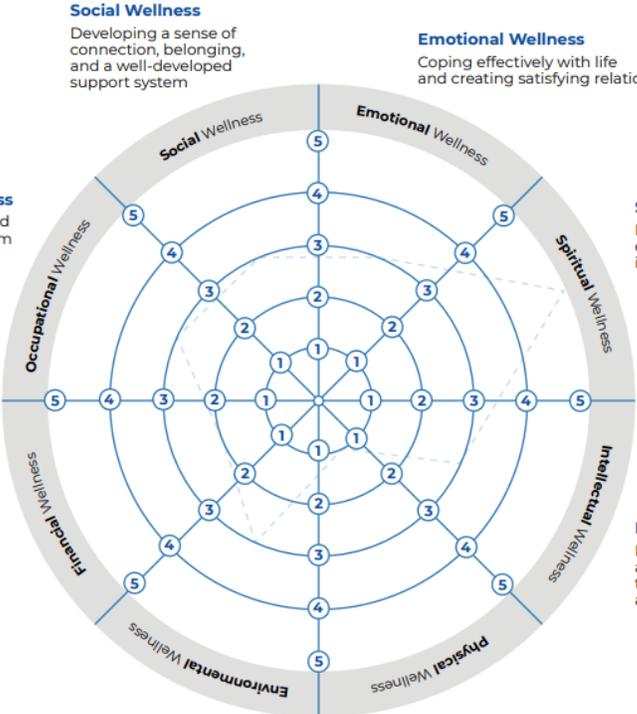
### YOUR WELLNESS WHEEL

Score your current level of happiness in each of the sections on this wheel. The scale is 1-5. 1 is your lowest level of happiness and 5 is your highest level of happiness. You can either fill the corresponding section in or you can write some reasons for your score in that section – either way works. Then you can draw lines connecting each section like the example provided by the dotted lines. This is your wheel and it can show you quickly what is working and what still needs improvement. Good luck on your wellness journey.

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#### Key

1. I am very unhappy with this part of my life.
2. I am unhappy with this part of my life, but I haven't hit rock-bottom.
3. This part of my life is pretty good but could still use some improvement.
4. I am content with this part of my life, but I can see a few tweaks that would make it even better.
5. I am completely happy and fulfilled in this part of my life – there is no room for improvement.



**Social Wellness**  
Developing a sense of connection, belonging, and a well-developed support system

**Emotional Wellness**  
Coping effectively with life and creating satisfying relationships

**Spiritual Wellness**  
Expanding our sense of purpose and meaning in life

**Intellectual Wellness**  
Recognizing creative abilities and finding ways to expand knowledge and skills

**Physical Wellness**  
Recognizing the need for physical activity, diet, sleep, and nutrition

**Environmental Wellness**  
Good health by occupying pleasant, stimulating environments that support well-being

**Financial Wellness**  
Satisfaction with current and future financial situations

**Occupational Wellness**  
Personal satisfaction and enrichment derived from one's work

## ❖ Sensory Tools: Assisting in Self-Regulation

- Have you heard of fidget tools? These devices or toys are not just for fun or show, but may assist in helping people focus on the task at hand
  - everyone is different, so results can vary
  - always speak to a doctor before incorporating new items or routines that impact your health
- First, what is self-regulation?
  - Beck states, “Self-regulation is the ability to attain, maintain, and change one’s arousal level, emotions, and behaviors. This ability to self control relies on impulse control, working memory, and generally speaking, the ability to keep oneself “in check” (Beck).
  - self-regulation can be behavioral or emotional
- Therefore, if we are feeling stressed, we may use tools to help regulate our internal landscape. This may only be an immediate return, as opposed to helping our feelings long-term.
  - the physical movement in repetition and/or the sensation can be soothing to our body and mind
    - example: finger acupressure tool
  - fidget tools may improve concentration. Other types of fidgets include:
    - squeezable stress balls
    - fidget spinners
    - playdough or putty
    - sensory diffusers
    - six-sided fidget cubes



- research is lacking on how fidget spinners help with anxiety

(Todd and Boland)

- People who are experiencing anxiety, depression, or other conditions, or if they want to talk to someone about their symptoms or concerns, they should seek the help of a doctor or therapist.

## ❖ **Gratitude: A Key to Well-being**

- Learning about and experiencing gratitude is part of Feel-Good February's month-long programming
- As a key to well-being, why is gratitude important?
  - Gratitude can be described in two parts:
    - an acknowledgment that there are good gifts, items, deeds, etc. on this earth
    - that these items of goodness have a foundation outside of our personal being

(Gratitude Definition, 2022)

→ "People who kept track of their gratitude once a week were more upbeat and had fewer physical complaints than others"

(Lyubomirsky, 2022)

One way to practice being grateful is to keep a gratitude journal.

- Please see next page for PDF



# GRATITUDE

## 5 REASONS TO KEEP A GRATITUDE JOURNAL

1. increases positivity
2. improves self esteem
3. it helps you sleep better
4. makes you feel happier
5. reduces stress




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## Gratitude Journal

1. Watch this video on gratitude



2. Write 10 items you are grateful for
3. Decorate & make your journal your own!



## Necklace Creation

4. write out one person, experience, relationship, item, etc. that you are grateful for!
  - something you truly treasure
  - something to bring you feel peace, a glimmer of hope, & joy every time you touch your necklace
  - a tangible reminder of a ray of light in your life

## ❖ Vision & Inspiration Boards

### A Creative Way to Think Through Goals

- Encourages self-reflection and awareness: what is important to me?
- Might assist in imagining a positive future, thus facilitation optimism & success

#### How do I make one?

1. Explore your values
2. Why are the goals you have for yourself important to you
3. Conceptualize your specific motivators
4. Place main goals (maybe a five-year plan?) in the center of top of your board

(Hagan and Davis)

#### Visualization

How & Why does it help me achieve my goals?

1. Visualizing a favorable outcome of a scenario can boost confidence
2. Imagine every step of the scenario, from beginning to finish. This enables you to feel ready, in body & mind, to take the right action steps:
  - Who is there
  - What items are present
  - Think through each step
  - What do I need to do, say, or create to successfully accomplish this task?
3. Everyone can do this!
4. Try to complete this daily! The more you practice, the more prepared you will feel for a positive outcome.

## More Tips:

- ❖ Choose a quiet environment
- ❖ Write down one sentence that describes the outcome you want
- ❖ Have a picture or image that represents your desired outcomes

(“Visualization - Goal Setting Tools from MindTools.Com”)

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## Recreation & Wellness

Recreation Center  
The College of New Jersey  
2000 Pennington Rd  
Ewing, NJ 08628

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# R E R E S H B U T T O N

Take 5 [min]

R U O M A V N W O A T I B M Y  
 A F F E C T I O N D G D A R T  
 J C H I V A L R Y O J D L C E  
 W U U N H S U R C R D E L A K  
 V O L L O V E A H E W K O N C  
 H B B I J I T F V E I P O D O  
 P U L Z E P T O J S T I N Y L  
 T A G I U T L A S Y P N S C S  
 L H R S S E Y E I O P K C H R  
 K O M T B S S T E C Y P O O E  
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 S D R I B E V O L A E R A P O  
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 H S I R E H C A N D L E S D A

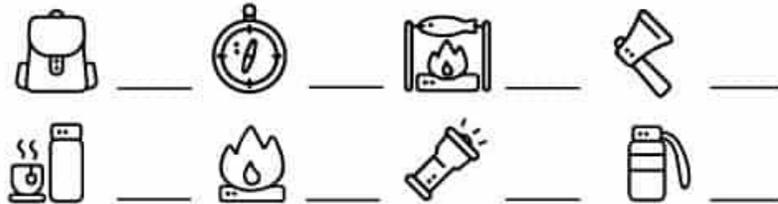
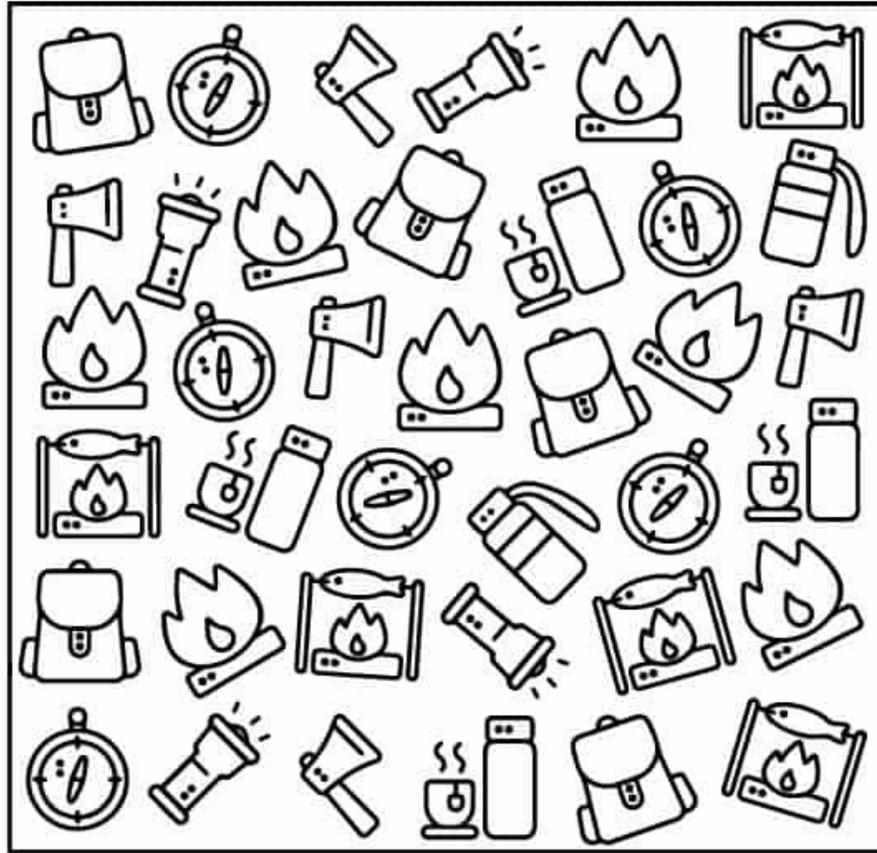
Adore  
 Affection  
 Amour  
 Appreciation  
 Arrow  
 Baby  
 Balloons  
 Beauty  
 Beloved  
 Bliss  
 Bow  
 Candles

Candy  
 Card  
 Cherish  
 Chivalry  
 Crush  
 Cupid  
 Honey  
 Hugs  
 Jewelry  
 Juliet  
 Kisses  
 Lace

Locket  
 love  
 Love  
 Lovebirds  
 Lovers  
 Loving  
 Party  
 Pink  
 Poem  
 Puppy  
 Red  
 Ring

**What can you hear,  
 but not see or touch,  
 even though you control it?**

# I SPY CAMPING



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