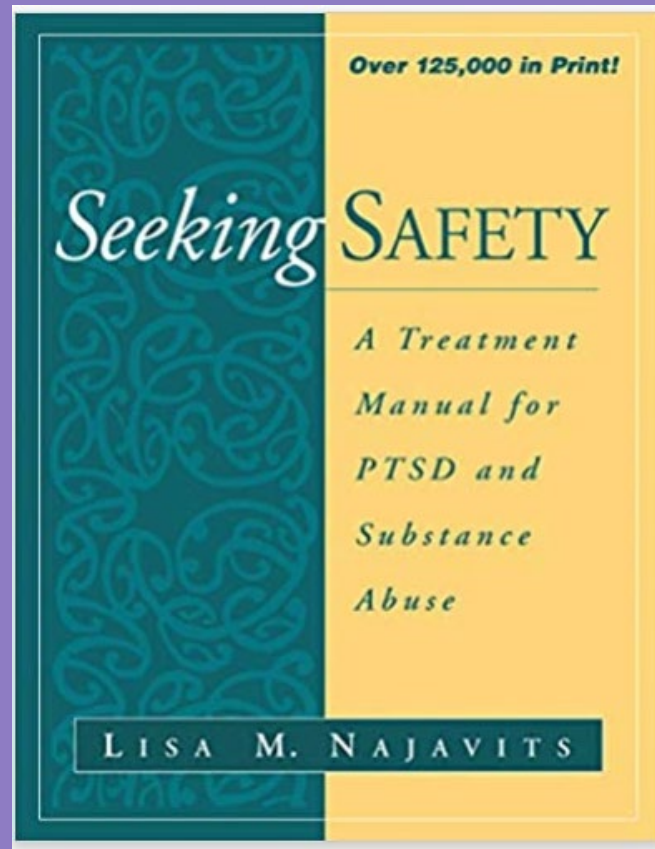


# Coping Skills: Respecting Your Time

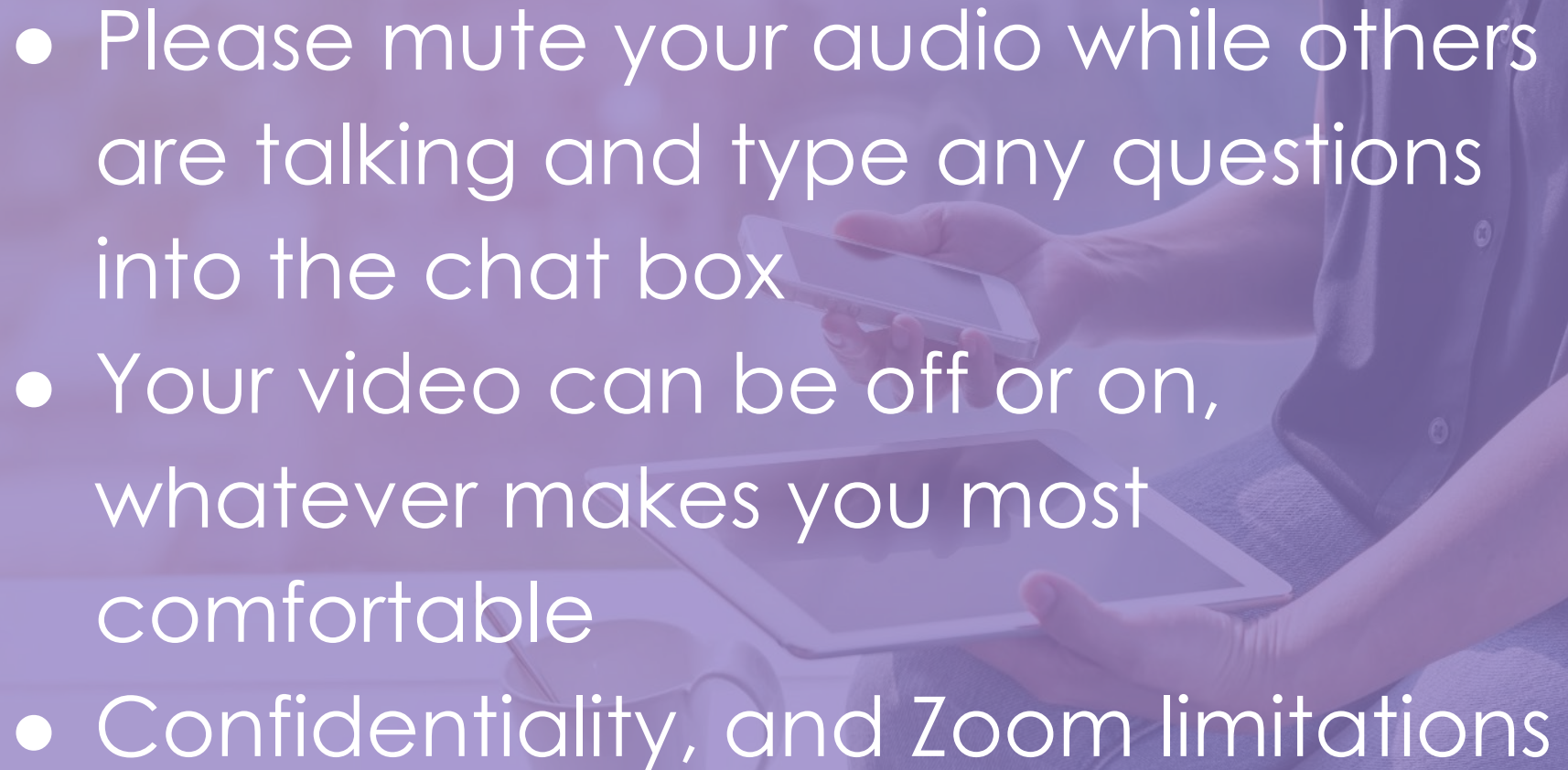


Presented by  
Student Health and Counseling Services

# Coping Skills Curricula taken from Seeking Safety by Lisa M. Najavits



# Zoom Guidelines

- Please mute your audio while others are talking and type any questions into the chat box
  - Your video can be off or on, whatever makes you most comfortable
  - Confidentiality, and Zoom limitations
- 
- A person is sitting at a table, holding a tablet computer. In front of them is a white mug with a straw. The scene is overlaid with a semi-transparent purple gradient. The text 'Zoom Guidelines' is at the top, and three bullet points are listed below. The background shows a person's hands holding a smartphone and a tablet, suggesting a digital workspace or meeting environment.

# Community Agreements

- Push yourself to participate
- Focus on your own experience
- Share headlines, not details
- Step forward, step back
- Ask others before giving them feedback
- Assume positive intent from others
- Take responsibility for your needs

# Butterfly Hug for Self Soothing



Check in: How are you (weather analogy)?  
What safe coping skill did you use this week?

## Examples of safe coping:

- **Ask for Help** - reach out to someone safe
- **Cry** - let yourself cry. It will not last forever.
- **Create a new story** - You are the author of your life: be the hero who overcomes adversity
- **Take good care of your body** - eat right, exercise, sleep, practice safe sex . . .
- **Compassion** - listen to yourself with respect and care
- **Structure your day** - a productive schedule keeps you on track & connected with the world
- **Inspire yourself** - carry something positive (eg. poem) or negative (eg. picture of friend who overdosed)
- **Detach from emotional pain** - grounding
- **Setbacks are not failures**
- **Watch for danger signs** (red and green flags) - face a problem before it becomes huge

## Quote of the Day:

“The future depends on what we do  
in the present.”

- Mohandas K. Gandhi, 20th Indian leader

# Respecting Your Time

Let's explore how we use our time, and what it says about us and our wellness.

Looking at **Handout 1** you have 2 options for filling it out.

- 1) Focus on the Present: Fill out the schedule as best as you can for today and the past 6 days. What can you learn about yourself and your personal growth/ healing from the schedule?
- 1) Focus on the Future - fill out the schedule with the way you would like to use your time - i.e. prioritizing your personal growth, productive work, time in safe relationships and other healthy activities.



# Are you Respecting Your Time?

- Fill out handout that is a reflection on how you utilize your time.
  - When you look at your use of time what are your reactions?
  - What does your use of time tell you about your priorities and your self-respect? (are you taking care of your needs not just others, have enough time that is entirely yours to enjoy (1 hour/ day recommended, protect time from being wasted by other people?)
  - How would you like to change your use of time? (eg. priorities, time alone, balance work and play, etc.)

*"The key is not to prioritize what's on your scheduling app but to schedule your priorities." Steven Covey*

# Ideas for a Commitment Share in chat

*Commit to one action that will move your life forward!*

*It can be anything you feel will help you, or you can try one of the ideas below. Keeping your commitment is a way of respecting, honoring, and caring for yourself.*

Option 1: Interview two people in your life this week--one person who uses time well, and one who doesn't. Ask them questions such as "What is your schedule?", "How do you feel about how you use time?", "How do you try to get yourself to use time well?" (If you can't think of someone who uses time well, consider your boss, your AA sponsor, or your therapist.)

Option 2: Create a schedule for the week ahead (using the blank schedule from today's session). Focus on how to use time to make wellness your top priority.

Option 3: Get a book on time management. Look through it until you find one new way to use your time better. One outstanding book is *The Seven Habits of Highly Effective People* by Stephen J. Covey (1989). It explores using your time to implement the values you care about. <https://www.entrepreneur.com/article/329378> ("15 of the Best Time Management Books of All Time") *"Actually, highly successful people don't think about time much at all. Instead, they think about values, priorities, and consistent habits."* Kevin Kruse

# Additional Resources

- Apps: MoodMission, Shine, Happify, Calm, MindShine, QuitThat!
- Counseling Groups throughout every week
- Virtual RAW events: Mindful Minutes
- Pioneers for HOPE - support with food and housing special events such as Mental Health Moves. Follow them on Instagram: @Pioneersforhope
- Follow us on Instagram - @eastbayshcs
- Feedback form

# Thank you for joining us!

- Keep an eye on your schedule and making time for self-care and wellness activities.
- We hope to see you again next week!

