Office Skills
OFADM 313

Chapter 3, Time and Stress Management/Organizational Skills

1. What is the definition of stress?

2. Is there any kind of good stress? If so, how is it good for you?

3. Name the four steps that will help you keeping your stress under control.

4. Which of the methods given to relieve stress might work for you?

5. Name four symptoms of job burnout.

6. How is time management linked to stress?

7. Name/describe four methods of keeping yourself more organized at work (don’t list steps given on page 46).