

Appendices

Appendix A: Self-Compassion Exercise/Brochure Information

Practicing Self-Compassion

Throughout the weeks, whenever you face a hassle or stressful situation, take a step back and approach your negative experience compassionately. Rather than beating yourself up for perceived failures like eating more than you think you should, making a bad grade, or snapping at a friend because you were stressed, you should 1) recognize and acknowledge your pain, 2) realize that stress is just part of the human experience and you're not alone in this negative experience, and 3) be kind to yourself, offer yourself encouragement and empathy

What is Self-Compassion?

Self-compassion is a trait that consists of mindfulness (vs. overidentification), common humanity (vs. isolation), and self-kindness (vs. harsh self-judgment).

People generally practice self-compassion when they're experiencing situations for which they feel ashamed or are feeling particularly hard on themselves.

Research has shown that people who have higher levels of self-compassion tend to have lower levels of depression, anxiety, and stress. Research has also shown that people who undergo a self-compassion induction report a greater sense of motivation for improvement following a failure compared to those who engage in harsh self-criticism.

In general, it is thought that self-compassion can reduce stress and help people cope with demanding and stressful situations.

Mindfulness Vs. Overidentification

Being mindful means that you're objective about your feelings rather than overidentifying (blowing your feelings out of proportion) or downplaying your feelings.

Mindfulness is a non-judgmental, receptive mind state in which one observes thoughts and feelings as they are, without trying to suppress or deny them. We cannot ignore our pain and feel compassion for it at the same time. At the same time, mindfulness requires that we not be "over-identified" with thoughts and feelings, so that we are caught up and swept away by negative reactivity

Common Humanity Vs. Isolation

Frustration at not having things exactly as we want is often accompanied by an irrational but pervasive sense of isolation – as if "I" were the only person suffering or making mistakes. All humans suffer, however. The very definition of being "human" means that one is mortal, vulnerable and imperfect. Therefore, self-compassion involves recognizing that suffering and personal inadequacy is part of the shared human experience – something that we all go through rather than being something that happens to "me" alone.

Self-kindness Vs. Harsh Self-Judgment

Be warm and understanding toward yourself when you suffer, fail, or feel inadequate, rather than ignoring your pain or flagellating ourselves with self-criticism. Self-compassionate people recognize that being imperfect, failing, and experiencing life difficulties is inevitable, so they tend to be gentle with themselves when confronted with painful experiences rather than getting angry when life falls short of set ideals. People cannot always be or get exactly what they want. When this reality is denied or fought against suffering increases in the form of stress, frustration and self-criticism. When this reality is accepted with sympathy and kindness, greater emotional equanimity is experienced.

Self-Compassion Break

We frequently face failures and challenges to our self-esteem or say or do things that make us feel self-conscious emotions (e.g., guilt/shame over failing a test, saying something embarrassing, losing our temper and saying something we regret to another person, overeating when we're trying to watch our weight, giving in to a cigarette when we're trying to stop smoking).

When you encounter a difficult moment like this throughout the day, take a moment to go through the following steps:

Soothe yourself with a physical gesture of affection (hold your hands, cradle your cheeks, put your hands over your heart or on your stomach – whatever feels calming and good). This “self-hug” actually releases oxytocin and opiates which will help you feel better.

Focus on the situation that's troubling you.

Think of what happened.

What did you do that's made you feel ashamed, guilty, frustrated?

What did you say?

Be mindful (objective). Don't exaggerate your pain or negative experience, but also don't downplay it. Repeat the following phrases:

“This is a moment of suffering.”

Acknowledge your pain. You're going through a hard time.

“Suffering is part of life.”

Remind yourself you aren't alone. Other people have probably done the same embarrassing thing you have or have gone through the same painful experience as yourself.

“May I be kind to myself in this moment.”

Say words of comfort to yourself as though you would to a friend undergoing the same situation.

Respond to your suffering with kindness and care.

Take a moment at some point during the day to briefly fill out your self-compassion log if you used the self-compassion break during a stressful situation that warranted self-compassion.

SELF-COMPASSION CHECKLIST

Date	What happened or what did you do that made you feel like you need to show yourself compassion?	How did you feel before practicing SC? (E.g. mad at self, frustrated with self?)	How did you feel after practicing SC?

Appendix B: Time Management Exercise/Brochure Information

Practicing Time Management

The highest achievers manage their time exceptionally well. By using the time-management techniques in this section, you can improve your ability to function more effectively – even when time is tight and pressures are high.

Good time management requires an important shift in focus from activities to results: **being busy isn't the same as being effective.**

Spending your day in a frenzy of activity often achieves less, because you're dividing your attention between so many different tasks. Good time management lets you work smarter – not harder – so you get more done in less time.

What is Time Management?

“Time management” refers to the way that you organize and plan how long you spend on specific activities.

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- Greater productivity and efficiency.
- A better professional reputation.
- Less stress.
- Increased opportunities for advancement.
- Greater opportunities to achieve important life and career goals.

Failing to manage your time effectively can have some very undesirable consequences:

- Missed deadlines.
- Inefficient work flow.
- Poor work quality.
- A poor student reputation and poor grades.
- Higher stress levels.
- **MAKING YOUR TO-DO LIST**

Step 1:

Write down all of the tasks that you need to complete on the To-Do List provided for you. If they're large tasks, break out the first action step, and write this down with the larger task. (Ideally, tasks or action steps should take no longer than 1-2 hours to complete.)

Step 2:

Run through these tasks allocating priorities from A (very important, or very urgent) to F (unimportant, or not at all urgent).

If too many tasks have a high priority, run through the list again and demote the less important ones. Once you have done this, rewrite the list in priority order.

Using Your To-Do List

To use your list, simply work your way through it in order, dealing with the A priority tasks first, then the Bs, then the Cs, and so on. As you complete tasks, tick them off or strike them through.

Many people find it helpful to spend, say, 10 minutes at the end of the day, organizing tasks on their list for the next day.

KEEPING AN ACTIVITY LOG

To keep an Activity Log of items you've accomplished on your to-do list, use your Log sheet to fill in the following items:

- Date/Time.
- Activity description.
- How I feel.
- Duration.
- Value (high, medium, low, none).

Each time you accomplish something on your To-Do List, write it down in your activity log.

Every time you complete an item on your to-do list, note down (on your activity log) what the activity is, the time of the change, and how you feel (alert, flat, tired, energetic, and so on).

Then, at a convenient time, go back through your Activity Log and write down the duration of each activity, and whether it was a high, medium, low, or no value task.

Date/Time	Activity Description	How I Feel	Duration	Value (high, medium, low, none)