

ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ॥

## ਸਤਿਨਾਮੁ ਸਰਬ ਕਲਿਆਣ ਟਰੱਸਟ (ਰਜਿ:)

email: kirtsahyogsskt39@gmail.com, [www.satnamsarabkalyantrust.org](http://www.satnamsarabkalyantrust.org),

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ਅਵਰਿ ਕਾਜ ਤੇਰੈ ਕਿਤੇ ਨ ਕਾਮ॥ ਮਿਲੁ ਸਾਧਸੰਗਤਿ ਭਜੁ ਕੇਵਲ ਨਾਮ ॥ (ਪੰਨਾ ੧੨) ਇਸ ਪੰਗਤੀ ਤੇ ੧੦ ਲਾਈਨਾਂ ਵਿੱਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਅਬ ਨ ਭਜਸਿ ਭਜਸਿ ਕਬ ਭਾਈ ॥ ਆਵੈ ਅੰਤੁ ਨ ਭਜਿਆ ਜਾਈ ॥ (ਪੰਨਾ ੧੧੫੯) ਇਸ ਪੰਗਤੀ ਤੇ ੧੦ ਲਾਈਨਾਂ ਵਿੱਚ ਆਪਣੇ ਵਿਚਾਰ ਲਿਖੋ।

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ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਂ ਤੇ ਹਸਤਾਖਰ

ਨੋਟ: ਇਸ ਪੰਨੇ ਤੇ ਵਿਦਿਆਰਥੀ ਆਪਣਾ ਨਾਂ ਲਿਖ ਕੇ ਹਸਤਾਖਰ ਜ਼ਰੂਰ ਕਰਨ।

## STRESS MANAGEMENT

What you accomplish during 24 hour period depends on your own motivation, your energy, your skills, abilities, stress management, and other resources. When your targets are high, accomplishment difficult and you are running short of time, stress becomes more and more. When obstacles are many and your desk is too messy, things are disorganized, we tend to fear the unknown and failure. Here are some simple steps we have to follow to achieve stressfree milestones.

1. **Prioritize the targets** :There are some short terms goals and some long term goals. Spiritual, academic and professional excellences are your daily goals. Fix priorities on day to day basis keeping these goals in mind. Losing sight of these measurable goals or not working for goals lead to disappointment, failure and stress.

2. **Prayer & Aardas**: Every Gursikh starts his day with a prayer to Waheguru. Nitnem is a must and the most effective stress buster this will check your anger and fears as well. Nitnem is followed by Ardas. You can ask for anything, 'Nam', 'forgiveness', 'chardikala', 'Sarbat da Bhala' and so on.

ਡੰਡਉਤਿ ਬੰਦਨ ਅਨਿਕ ਬਾਰ ਸਰਬ ਕਲਾ ਸਮਰਥ ॥ਡੋਲਨ ਤੇ ਰਾਖਹੁ ਪ੍ਰਭੂ ਨਾਨਕ ਦੇ ਕਰਿ ਹਥ ॥੧॥

ਬਿਰਥੀ ਕਦੇ ਨ ਹੋਵਈ ਜਨ ਕੀ ਅਰਦਾਸਿ ॥

ਜੋ ਮਾਗਹਿ ਠਾਕੁਰ ਅਪੁਨੇ ਤੇ ਸੋਈ ਸੋਈ ਦੇਵੈ ॥

The meaning of these gurbani verses should be embedded in your mind at all times.

3. **Time Management**: Time management is not a way to make you work harder and longer, but a means to help you work smarter to accomplish your goal more easily and rapidly. Manage your time more effectively, efficiently, and goal oriented. Since there are always demands on your time, it may be helpful to think about what you will do with your time and utilize strategies for more effective time management.

4. **Concentration on work**: Daily prayer and Nitnem teaches you concentration. Many of our tasks are not routines, they require concentration to detail. Do not attempt too many different things at one time. Each individual task, class, subject need your full attention and concentration. You will accomplish more work willingly, with motivated effort and concentration on work.

5. **Exercise and Play**: Most successful people know how to balance work and play. When work takes over your life, you not only give your body little time to reenergize, but you may end up sacrificing the real important things in your life. Exercise and play are the biggest stress busters. Brisk walk and playing games make your mind fresh and target oriented.

Everyone experiences stress from time to time and sometimes we actually operate a little better when there is some level of stress. Too much stress on the other hand causes our work to suffer and wear us down physically and mentally. By following these simple steps we can lead stress free life and achieve success.