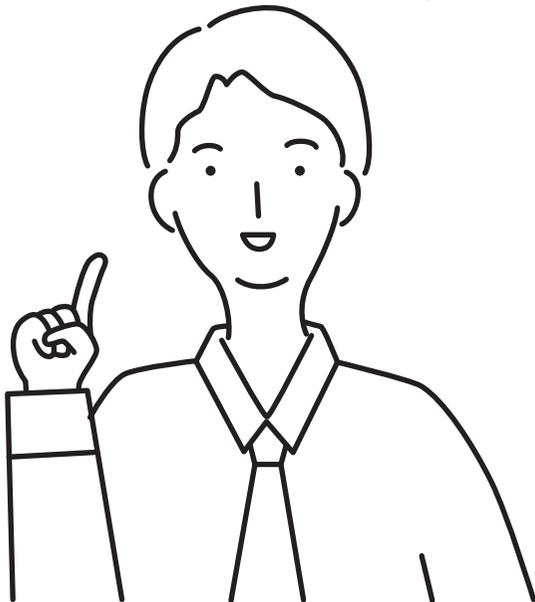


## Introduction

In University life, you must deal with a variety of problems, such as academics, friendships and employment. Meanwhile, isn't there a lot of trouble? I want to talk to people, but I'm embarrassed that I can't ask and there are no people who can talk to me. Step by step of work on each problem can make it easier for you to solve it yourself. If you are wondering whether to go to consult about your problems, here are some tips to solve some of the most common problems in university life. If you know not only the problem you are having but also how to deal with another problem, you may find things can do when your friends and other people are in trouble. By all means, read it once. If you would like to ask about more detail, please feel free to use the nearby Center for Health Sciences and Counseling.



## Welcome everyone

[Contact us at Center for Health Sciences and Counseling]

○Mon. – Fri. 9:00-17:00

○<http://www.chc.kyusyu-u.ac.jp/>

**Center for Health Sciences and Counseling**

(2<sup>nd</sup> floor, Big Sand) 092-802-5881

**Center for Health Sciences and Counseling,  
Center Zone, Ito Campus**

Ito Center Zone (1<sup>st</sup> floor, Center Zone 1) 092-802-5859

**Center for Health Sciences and Counseling,  
Ito Campus West Zone**

Ito West Zone (3<sup>rd</sup> floor, West Zone 3) 092-802-3297

**Center for Health Sciences and Counseling,  
Hospital Campus**

(1<sup>st</sup> floor, Building of Administrative  
Offices of Research and Education) 092-642-6889

**Center for Health Sciences and Counseling,  
Chikushi Campus**

(old health science center) 092-583-7685

**Center for Health Sciences and Counseling,  
Ohashi Campus**

(2<sup>nd</sup> floor, Design Commons) 092-553-4581



## Selfcare series for students

[Student life]

1. Student counseling Q & A
2. How to make small talk
3. How to take tests and make presentations
4. How to not procrastinate
5. How to get over failures
6. How to deal with parents during adolescent year
7. How to control anger
8. Transfer students
9. How to manage your schedule
10. Friendship at the university
11. Quit the university?
12. For students that plan to study abroad

[Mental and physical health]

1. Sleep disorder
2. Headache
3. Anemia
4. Intestinal issues
5. Adjustment disorder
6. Anxiety disorder and panic disorder
7. Cause of depression
8. Symptoms of depression
9. Autonomic nerves and autogenic training
10. Relaxation
11. Health issues associated with smoking
12. Infectious diseases

Source: Center for Health Sciences and Counseling, Kyushu University.

Illustration by Chiyo Inoue

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# Good Time Management



This pamphlet summarizes the information necessary for you to manage the mental and physical problems you may encounter. Please refer to this pamphlet as needed.

**Kyushu University**

Center for Health Sciences and Counseling

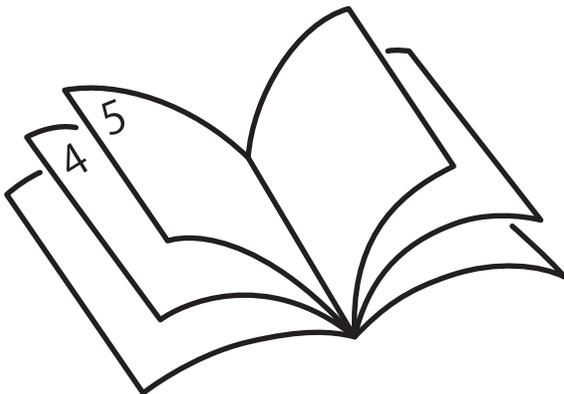
## Good Time Management

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Between college life and high school's life are different things that the time management is not fixed like the High school student's timetable. Everything you need to plan and control yourself, so it's surprisingly difficult to live a good and fulfilling life.

- ・大学生活はもっと自由だと思っていた。意外とやること  
が多く制限が多い
- ・自炊、掃除洗濯、課題、サークル、バイト。何を優先すれば  
良いのかわからない。
- ・課題の締め切りに間に合わない

Many people feel this way when they enter university. Here are some backgrounds and countermeasures when you are in trouble with the following two things that are often consulted.



### 1. The deadline is always the last minute or late. In such a case, the following possibilities are considered.

① First of all, the estimate that "it will take this much time to finish this" may be wrong. Or are you thinking of the time you can do at your best? It seems better to work on the assumption that "it takes the longest time", such as "I am not motivated", "I cannot concentrate", or "Suddenly something else". It would be nice to make a time log by yourself (measure time and record).

② Have you ever forgotten what you have to do and when you remember, it is usually already late? For these people, "ingenuity to remember" is essential. It is recommended to make a to-do list with a smartphone app or "always what you see" such as a notebook.

③ If you are working in an environment where you can't concentrate, it can take a long time, and not only your motivation but also your confidence may decrease. It is important to do it intentionally in an environment where you don't feel comfortable (such as where there is no TV or manga or where the internet is not connected). Each person can concentrate. Look for your "capable situations" at home, library, cafe, etc.

④ It is possible that it will be delayed and you will not be on time if you notice it. These people are best done when they notice "what to do" when they see it. Or, let's specifically decide "What month, what day, what time". One way is to create a limit yourself, such as "Start when the timer is up".

### 2. When you do a lot of things, You're like, "Oh! "I quit for the time being. It will be Such a person, the following pattern can be considered.

● If you have a lot of things to do, don't you know what to do? In such a case, let's give priority very much. The trick is to write it out in writing (even on paper, even on a smartphone). The keywords of a high priority are urgency, importance and motivation. Work one at a time and mark what's over and get a sense of accomplishment.

● Also, if you are vague about what you do, you will feel that you have to do a huge amount of things that you don't understand. At this time, I estimate more than the amount to be done → more and more unmotivated → Amplification of anxiety I feel that does not end, there is a vicious circle that has occurred. For such a person, let's "break down" "what should be done" small. "I'll just go home after 30 minutes of class", "I'll clean only the toilet today", "I'll take it down only in the space" and write until the experimental procedures today. "Results" tomorrow. The day after tomorrow, the consideration is broken down by the number and the part. A little amount makes it easier to work on.

Some people may give priority to immediate profits and fun games, SNS, etc., and throw out what they should do. In the first place, human beings are less attractive to things that are not readily available in time and they are not motivated for that purpose. The credit after half a year and graduation after the year are important goals, but you may feel a little far away. Such a person, "If you work on the report for another 30 minutes, you can eat Monaca that has won", "If you solve the question of the problem, let's line that person is finished the task", let's set a reward by setting a short goal yourself.

When you feel that you are not good at self-management or time management, you are often in a pattern that you can't do. Learn how to manage your skills by understanding and devising your patterns.