

Stress Management Strategies for Academic Leaders by Walter H. Gmelch
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STRATEGIES

- Plan some personal time each day so as not to operate from crisis mode.
- Compartmentalize chair and non-chair activities.
- Do one task at a time, selecting most important task to do first.
- Strive to enrich yourself physically, socially, mentally and emotionally. Meaningful relationships and activities outside of work are important in relieving job stress.
- Have a retreat away from the office.
- Live by your calendar, not your watch. Let your weekly plan set your pace rather than the minute hand on your watch.
- Engage your social support systems
 - Discuss problems with former chairs in the department and current chairs in other departments
 - Consult with dean
 - Develop friendships outside the department
 - Confide in office staff when appropriate
 - Have a few key confidantes
- Engage in intellectual stimulation: set time aside in your week for research, attend conferences, get out of the office for field work or trips to the library, teach at least once a year and enjoy cultural events.
- Self-management: seek help from others, delegate authority to faculty and staff, use committees to share the workload, plan strategically and prioritize work, schedule time-off and reserve blocks of time for family and research, set realistic goals for yourself and the department, hibernate to work on activities that require intense focus, and clear your desk everyday.
- Develop coping techniques, such as: optimism, a sense of humor, resistance to others' anxieties, patience, minimal self-importance, emotional distance from the job, depersonalization of department issues and knowledge of one's limits.