LESSON 2

Managing Stress



Quick Write

Jot down at least two types of situations that are likely to cause you to feel stress. "Remember that stress doesn't come from what's going on in your life. It comes from your thoughts about what's going on in your life."

Andrew Bernstein, American author and philosopher

NA AA

Learn About

- positive and negative stress
- how your body responds to stress
- positive ways to manage stress
- methods to manage time

Positive and Negative Stress

The teen years are a time of many changes. Your body is changing, you are gaining new responsibilities, and you are forming new kinds of relationships. Stress is *your body's response to change* and a normal part of life. Stress happens when unusual situations, such as a threat or even a positive challenge, put pressure on your mind and body.

Stress is not necessarily bad. *Positive stress* can be healthy and provide a feeling of fulfillment. It can help motivate you to do your best and to reach certain goals. Positive stress creates excitement. It might help you to find the energy to score the winning goal in a soccer match, or to do exceptionally well on a school project.

Some stress can have unhealthy effects, however. This type of *negative stress* is called distress. Distress may cause you to have an upset stomach before giving a report, for example. It may also cause you to lose sleep after you argue with a friend. You can't always avoid negative stress, but you can learn to manage it.

Negative emotional stress distorts the way you view yourself, others around you, and the world in general. You may lose some of your self-esteem, which can make you feel less competent, unloved, or unworthy. Relating to people may become harder. Prolonged stress can make you feel listless, unable to enjoy life to the fullest, and may even cause illness.

What Causes Stress?

To handle stress, you need to know what causes it. *Anything that causes stress* is called a stressor. Stressors range from everyday annoyances to serious personal problems. They also affect different people in different ways. Whereas you might feel nervous about auditioning for a band, play, or choir, some of your friends might find the same situation exciting. Figure 2.10 shows you some of the things that may cause you stress as a teen.

Although positive changes are usually less stressful than negative ones, there are situations like competing for high grades or getting into a highly rated college that often cause great stress among teens.

How Your Body Responds to Stress

When you perceive a situation or event to be a threat, your body begins a stress response. For example, if a car alarm suddenly goes off as you walk by, you may jump at the sound or feel your heart start to race. The sudden, loud noise is a stressor that makes you respond instantly, without even thinking about it. This response is largely involuntary, or automatic. It happens in three stages and can occur regardless of the type of stressor.

Alarm

Alarm is the first stage in the stress response. This is when your body and mind go on high alert. This fight, flight, or freeze response is the body and mind's preparation to help us to respond to a tense situation or danger. This includes a faster heart and breathing rate, increased blood flow to the muscles of our arms and legs, cold or clammy hands and feet, upset stomach, and/or a sense of dread. See Figure 2.11.

Vocabulary



- stress
- distress
- stressor
- fight, flight, or freeze response
- relaxation response
- hypothalamus
- adrenaline
- resistance
- fatigue
- psychosomatic response
- stress-management skills
- assert
- physical activity
- endorphins
- time management
- procrastination

Although these events are common stressors, not everyone reacts to them in the same way.

somewhat STRESSFUL

- Being popular
- Moving to a new home
- Going to a new school
- Getting glasses or braces
- Worrying over height, weight, or acne
- Being named a captain of a team
- Being tempted to use alcohol or other drugs
- Losing a pet (disappearance or death)
- Family member having a serious illness

extremely STRESSFUL

- Parents/guardians separating or divorcing
- Arguing with parents/guardians
- Social media gossip or bullying
- Negative thoughts and feelings about oneself
- School demands and frustrations
- Family financial problems
- Family member's alcohol or drug problem
- Getting arrested
- Failing classes at school
- Living in an unsafe environment or neighborhood
- Problems with friends and/or peers at school that may involve bullying
- Auditioning for the lead in a school play or a band
- Taking on too many activities or having overly high expectations
- Being sick or injured at a crucial time

FIGURE 2.10

Common Stressors for Teens

The same mechanism that turns on this stress response can also turn it off. As soon as we decide that a situation is no longer a cause for alarm, our minds and bodies change in ways that help us relax and calm down. This relaxation response is the body's action to release tension, such as a decrease in our heart rate and breathing rate, and an increasing sense of wellbeing. Teens who develop a "relaxation response" and other skills to manage stress feel less helpless and are more able to think clearly about the choices they have when responding to stress.

- 1. Alarm begins when a small area at the base of the brain called the hypothalamus receives danger signals from other parts of the brain. The hypothalamus is sometimes referred to as the "master gland," as it controls important bodily functions such as our temperature and growth during childhood.
- **2.** The hypothalamus releases a hormone that acts on the *pituitary gland*.
- 3. The pituitary then secretes a hormone that stimulates the adrenal glands (triangular-shaped glands located on top of the kidneys that produce hormones such as testosterone and adrenaline). Adrenaline is the "emergency hormone" that prepares the body to respond to a stressor.



Physical Symptoms

- Dilated pupils
- Increased perspiration
- Faster heart rate and pulse
- Rise in blood pressure
- Faster respiration rate
- Narrowing of arteries to internal organs and skin
- Increased blood flow to muscles and brain
- Increased muscle tension

FIGURE 2.11

The Alarm Response

Resistance

Resistance is your body adapting to the rush created by alarm and reacting to the stressor. This is the stage in which you "fight," "take flight," or "freeze." In one sense, your body is briefly able to perform at a higher level of endurance. In the case of "fight," your ability to resist a physical challenge or attack may be enhanced. In the case of "flight," you may be able to run faster and farther than you normally could to escape from danger. This kind of resistance stage is why people in extremely high-stress situations have been known to accomplish incredible feats, such as lifting an automobile to save a child trapped underneath. However, in another kind of response, you may "freeze." This is when your mind goes blank when a teacher asks you a question or when your body freezes when it thinks the smallest move will be physically harmful. People afraid of heights sometimes react in this way.

Fatigue

Fatigue is the body losing its ability to adapt to a situation when exposed to prolonged periods of stress. During fatigue, the third stage of the stress response, an exhausted feeling takes over your mind and body. This lowers your level of activity. In this stage, your ability to manage other stressors effectively is very low.

Fatigue can affect your body in several ways:

- *Physical fatigue* results when your muscles work very hard for long periods, often leading to soreness and pain. Reaction time is impaired, and muscles tire very quickly.
- *Psychological fatigue* can result from many things. Among them are constant worry, overwork, depression, boredom, isolation, or feeling overwhelmed by too many responsibilities.
- *Pathological fatigue* is brought on when your body's defenses are overworked in fighting disease. Cold or flu, being overweight, and poor nutrition can bring on pathological fatigue. If you use drugs such as alcohol, this can intensify the feeling of fatigue.

Long-term stressful events can lead to illness. This is because changes take place in your body during any of the three stages of resistance. A recent study revealed that people who are always stressed release an excessive amount of a hormone called cortisol.

Symptoms of Stress in Teens

Physical Symptoms

- Lack of energy
- Fatigue
- Headaches
- Sweaty or cold hands and feet
- Ulcers
- Problems sleeping
- Nightmares
- Apathy
- Anxiety
- Depression
- Confusion
- Muscle tension
- Hives

Behavioral Symptoms

- Low self-esteem
- Inability to focus
- Irritability, anger, or tantrums
- Suicidal thoughts or attempts
- Withdrawal
- Crying
- Nail-biting or grinding teeth
- Overeating or under-eating
- Lying
- Moodiness
- Stealing
- Violence
- Chain smoking
- Drug or alcohol use

Cortisol normally helps a body's immune system response. However, people who are constantly stressed release too much cortisol. The body's immune cells then become insensitive to cortisol's normal regulatory effect. The research suggested that this reaction can promote disease, including the common cold.

Although a stress-related illness can be minor, such as sleep troubles or upset stomach, it can also be life-threatening. Over an extended period, high blood pressure can develop, or the risk of heart disease or stroke may increase. Even stressors that are often ignored, such as the hassles of a daily routine, can build up over time and cause physical and psychological problems.

Stress and Your Health

Stress is an unavoidable part of life. As mentioned before, stress can make life fun, exciting, enjoyable, and challenging. However, excessive or prolonged stress can have a negative impact on all aspects of your health.

Physical Effects

Sometimes stress can lead to a psychosomatic response. This is a physical reaction that results from stress rather than from an injury or illness. The prefix psycho means "of the mind," and somatic means "of the body." Psychosomatic responses may include sleep disorders, skin disorders, and stomach and digestive problems. Other health problems that may sometimes be stress-related include:

- Headaches—A headache caused by stress is the most common type of headache.
 When stressed, the muscles in the head and neck contract. Migraine headaches,
 which affect about one in ten people, may also be triggered by stress. During a
 migraine attack, inflamed blood vessels and nerves around the brain cause severe
 throbbing, which is often accompanied by nausea and vomiting.
- Weakened immune system—Extended exposure to stress can reduce your body's
 ability to fight disease by weakening the immune system. When your immune
 system is weakened, you may be more prone to colds, flu, or more severe
 infections. You may also experience a great deal of muscle tension and develop
 hives or other skin disorders.
- **Anxiety**—A feeling of severe anxiety can bring on other symptoms such as nightmares, confusion, and depression. It can even bring on stress-related ulcers.

Behavioral Effects

Stress can also have effects on mental, emotional, and social health. It can interfere with daily activities and relationships with others. For example, stress can make it hard to focus. This can cause some "self-put-downs" and the distorted belief that failure is inevitable.

The Impact of Tension-Related (Stress) Headaches

There are estimates that in any given year about 70 percent of some populations worldwide have at least one headache due to tension.

In the United States, about 30 to 80 percent of the adult population suffers from occasional tension headaches. Women are twice as likely to suffer from them as men are.

In a large 2001 British study, about 8 percent of 7-year-olds and 15 percent of 11-year-olds had headaches. Headaches occurred most often around age 13. The study further reported that many of these children tended to have headaches and other physical complaints when they grew up.

In the study, significant factors associated with childhood headaches included:

- Moderate or severe depression.
- Separation from the mother for more than a week.
- Chronic illness in the mother when the child was younger than 11.
- Mental illness in any family member.

Another study done in 2001 concluded that young people with headaches tended to be more emotionally rigid. They also tended to have more repressed anger than their peers.

Mood swings are also a common reaction to stress. Teens often experience mood swings as a result of hormonal changes and social and academic pressures. These emotional shifts from happy feelings to depression-like symptoms may put a strain on relationships with family and friends.

Stress can increase a person's vulnerability to alcohol, tobacco, or drug use. Many people give stress as the reason they started drinking or smoking. However, use of these substances actually increases stress and leads to even bigger problems.

In some cases, stress can lead to more serious behaviors like lying, stealing, and even physical violence.

Identifying Stress

The first step in stress management is to identify the source of the stress. To help identify your personal stressors, look at what is happening around you right now. Are any of the following causing you stress?

- **Life events**—These may include moving or relocating; adding family members by marriage, birth, or adoption; being ill; or parents' divorce or separation.
- **Physical stressors**—These may include being physically injured, lacking sleep or rest, using drugs or alcohol, eating or dieting excessively, or not getting exercise.
- **Daily hassles**—Feeling too many time or social pressures or having too many responsibilities are among these types of stressors, as well as conflicts with your surroundings, or with friends and fellow students, teachers, neighbors, or family.

Positive Ways to Manage Stress

There is no way to eliminate stress completely from your life; accept that throughout your life, you will encounter different levels of stress. To handle stress so that it has a positive result, you need a variety of stress management skills, or ways to prevent and overcome problems related to stress. One of the basic ways to manage stress is to follow a healthy lifestyle that includes a good diet, rest, and regular exercise. Problems are always easier to deal with if you feel well. You can also reduce your own stress by:

- Knowing how and when to relax
- Keeping a positive outlook
- Keeping a sense of humor
- Learning to be assertive
- Ignoring circumstances that can't be changed
- Being physically active
- Finding a hobby you enjoy
- Eating healthy
- Seeking supporters to help you cope
- Solving small problems to increase your confidence

Relax

When you relax, you reduce stress by slowing your heart rate. This makes you feel less tense. You can try a few of these techniques:

- **Relax your muscles**—Tighten and then relax one group of muscles at a time. Start at your toes and work your way up to your head.
- **Slow your breathing**—Take deep, even breaths for five minutes. Inhale through your nose, expanding your abdomen, and exhale slowly through your mouth.
- **Get enough sleep**—Feeling overly tired can make a stressful situation seem worse. It seems too simple, but things do seem better after a good night's sleep!
- **Try meditation**—Find a quiet place where you can be alone for 10 minutes. Sit on the floor or a chair, keeping your back straight, close your eyes, and try to empty your mind. Concentrate on slow breathing, focusing on a single word, image, or sound.

Keep a Positive Outlook

Think positively. When you are under stress, it is easy to feel hopeless. A minor problem can seem much bigger. In any stressful situation, take a moment to remind yourself to look at the big picture and keep things in perspective. Is it really the end of the world if you don't get to stay out as late as some of your friends do? Is your homework assignment really as difficult as you think?



Laughter is a great stress reliever. © ryflip/Fotolia.com

Remember that some stress can be helpful. It can motivate you to take action. Say, for example, that you're nervous about doing well on an upcoming exam. The stress that you feel might motivate you to put in plenty of review and study time to build confidence.

Keep Your Sense of Humor

Don't let stress prevent you from seeing the funnier side of things. A good laugh is a great stress reliever. So have some fun. Take a little time out to do something enjoyable and relaxing. Listen to your favorite music, read a book, or watch a funny video.

Learn to Be Assertive

To assert, according to the *American Heritage Dictionary*, is to *state or express positively*. Asserting implies stating confidently without need for proof. This is a form of positive stress.

There is a distinct difference between being assertive and being aggressive. Aggression seeks to dominate. The idea is to win at the expense of another's feelings of self-esteem. Aggression produces mental and sometimes physical abuse. Being assertive, in contrast, is to be able to negotiate with regard to the feelings of all concerned. There is no eagerness to overpower, just a desire to be counted. Being assertive builds self-esteem and confidence. Assertive people do not force their issues or point of view, but calmly and positively state what has to be said.

Sometimes it seems easier to let people take advantage of you than to take a stand. It is easier to remain quiet than to state your position confidently. When subjected to unacceptable acts or words, the tendency is to suffer in silence. This action promotes negative stress, which contributes to emotional and physical ailments. For this reason, assertiveness is a very important behavior to learn. Learning to negotiate mutually satisfying solutions is a much better outcome than accepting the unacceptable.

Learn to speak up for your rights. Do not let others take advantage of you. Do not feel guilty when you have to say no. You have a responsibility to defend your rights as an individual. If your rights as a person are being violated, speak up positively and intelligently. You are important simply because you are a unique being, and there is no other like you.

Be persistent if you have a valid complaint. If you feel strongly and surely about something, do not back down. Don't be afraid to disagree with someone. When the need to disagree arises, do so in an appropriate manner. It is not necessary to be loud, crude, or belligerent.

If you don't understand what is expected of you, don't be afraid to be assertive and ask for clarification. No question is a dumb question if there is a need to know. It is better to understand than to live in confusion.

Ignore Circumstances That Can't Be Changed

Life offers certain circumstances that are beyond our control. When confronted with these situations, it is better to ignore them than to indulge in self-defeating behavior. Acknowledge that the situation exists, recognize that it is beyond your control, and proceed to things that are within your power.

"I don't know the key to success, but the key to failure is trying to please everybody."

Bill Cosby

Within your power is self-examination of your life. You can do this regardless of circumstances that are beyond your control. If you can take the time to reflect on your values and choices, and about whom you want to be or are called on to be, you can live with a more positive outlook. You can find purpose and live with integrity regardless of the seemingly large problems in the world that may cause you stress.

Be Physically Active

Physical activity, that is, any movements that require your large muscle groups to work, is a very good way to relieve stress. During exercise, you are benefitting your heart, lungs, and muscles. You also release endorphins, tranquilizing chemicals, in the brain. These trigger natural relaxation. They also produce feelings of pleasure and satisfaction that, during a good workout, can help reduce stress.

When you're feeling stressed, some good activities are running, lifting weights, bicycling, or skating. Organized sports like soccer, volleyball, or basketball give you many aerobic benefits. You may even try aerobic dance or the martial arts.



Physical activity helps calm you and increase your ability to handle stress. Physical activity improves your physical appearance and mood.

Medical experts say physical activity aids digestion and helps you sleep better. It also improves your immune system.

Physical activity can put you in control of your responses to life, setting a positive example for others.

Physical Activity and Stress

When you are under stress, physical activity can produce both physical and mental benefits.

Can you add other benefits to this list?

Improved Heart Function

Your heart rate and blood pressure stay steady

Better Mood

Your brain releases chemicals that make you feel happier

Increased Oxygen Supply

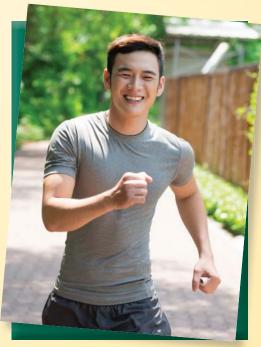
You can think more clearly

Improved Appearance

When you look better, you feel better

Improved Focus

Focus on a physical activity carries over to the classroom



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But there are more gains from fitness than what the mounds of research say about the health and social benefits. There is growing evidence that your cognitive (learning) skills improve from physical activity by teaching you how to focus. A University of Illinois study in 2009 showed students exhibited better attention in class and higher learning achievement after a morning workout.

Find a Hobby You Enjoy

Doing something that you really enjoy regularly can help reduce stress. These activities provide a creative outlet, lessen fatigue, and refresh the mind. Extracurricular activities at your school can be important stress-relievers. There should be numerous clubs and activities available in the community or the church, as well, which you can join.

Many activities can be done at home. Experiment with different hobbies. Computer games may be fine, but don't stay behind the computer screen for hours. Try something new and different that uses both your mind and body. You might find an interest you didn't know you had. You will be a healthier person for it.

Avoid Tobacco, Alcohol, and Other Drugs

Some people make the mistake of turning to tobacco, alcohol, or other drugs to relieve stress. However, these substances do not relieve stress. In fact, using them makes the body more prone to disease and has dangerous long-term effects. These negative effects of tobacco, alcohol, and drugs will be covered later in the textbook.

Eat Healthy

A balanced diet is important for overall health, but it's also important in dealing with stress. Poor eating habits can actually be a source of stress by causing fatigue, weakness, and a reduced ability to concentrate. Over- or under-eating can also put the body under additional stress. That kind of stress can cause poor absorption of vitamins and minerals, which can lead to deficiencies and health issues. Eating healthy will be discussed in more detail in another lesson.

Sweat Your Stress Away

When you're feeling stressed:

- Go running, bicycling, or skating, or lift weights.
- Play soccer, volleyball, or basketball.
- Participate in aerobic dance or martial arts.

Physical activity will:

- Calm you down
- Improve your mood
- Increase your ability to focus
- Improve your appearance
- Increase your ability to handle physical and emotional stress
- Aid digestion and help you sleep better
- Help you maintain a healthy weight
- Improve immune system function
- Remind you that you are in control of your responses to life

Seek Out Supporters to Help You Cope

Seek out support for your stress. Confide in someone you trust, such as a parent, guardian, sibling, teacher, or close friend. Just talking with someone about your problems may help you feel better.

Good Places to Turn to for Help

Friends, Parents, and Other Adults

Talking to friends lets you know you're not alone. Also, a parent, teacher, church leader, family doctor, or school nurse may be able to offer advice or give you the information you need.

School Counselors

School counselors are trained to help with all sorts of adolescent issues and provide positive alternate solutions or referrals to support groups.

Hotlines

If no other resources or assistance is available, pick up the phone and dial 411 for information or 911 for an emergency. Check the front of your phone book, if available, for hotline numbers. These can help you right away and guide you to other sources of help.

Your Stress Management Program

Regardless of the techniques used, the ultimate purpose of all stress management programs is to remove the stress response as soon as it is not needed. By returning the body and mind to a more harmonious and normal state, energy can be saved for more important tasks. Develop a stress management program to address your needs and make it a part of your daily routine. One of the major causes of stress in our lives is poor time management skills. By incorporating sound time management practices in our daily lives, we can be more productive and help reduce stress levels.

Methods to Manage Time

Learning skills in time management, or *using your time wisely*, can help you get more done and reduce stress. Time management combines planning with self-discipline. Managing your time involves figuring out which activities are most important to you. When you have a task to finish, stay focused. Avoid unnecessary interruptions, such as phone calls, visitors, and Internet distractions—unless they are needed for what you are working on—until you are ready to take a break. If you use your time wisely, you may be able to complete your tasks with time to spare for other activities.

Time Management Tips

Priority-Setting. You should always take on the most difficult or most important tasks first. Devise your own system of priorities that works for you. Sometimes, an "ABC" system is helpful. "A" is for the things you absolutely *need* to do; "B" is for the tasks you'd like to get done; and "C" is for tasks that can wait. Your priorities should reflect your goals. After you prioritize your tasks, think about the best, most effective way the tasks can be accomplished.

Don't do things that really don't matter. Busy work or doing low priority ("C") tasks might make a person look efficient. In reality, it makes a person ineffective and may put you far behind on a project that is important.

Don't tackle too many tasks at one time. Finish one task before starting another. This is important when you are prioritizing and planning. Also, learn how to say no. If you never say no, you will be overburdened with unnecessary work. Don't try to please everyone. Prioritize, plan, and schedule. Try keeping a time log for a week or two. Record all the activities you engage in during a period of time. Review the log for time wasters.

Avoiding Mistakes and "Do-Overs." One way to make sure you manage your time better is to do things right the first time. Learn from your mistakes—don't take it out on yourself if everything you do isn't perfect. On the other hand, mistakes made because you are careless or take shortcuts can waste a lot of time and may cause hardship for others.

Thinking, Planning, Communicating, and Listening. Part of the JROTC experience relates to self-discipline, especially when it comes to balancing your time available to accomplish projects.

You should always try to set aside time for *creative thinking*—a few minutes each day reviewing your goals and planning the next day's activities. This can be done before or after school, between classes, or for a short period at a scheduled time each day. It will improve your creative capacity and will help you to be innovative in planning and scheduling activities.

Planning comes from the ability to think through a problem. You may be presented with a project to plan during JROTC, like a Military Ball or some other event. Develop a plan for this or any project that requires time management. One of the benefits of planning is that it allows you to make allowances for the unexpected. No matter how well things are planned, unexpected problems or delays will arise. If you plan too tightly or delay implementing your plans, the unexpected will throw off your entire schedule.

You may have to put together a group or team to implement a plan. Don't try to involve everyone. Involve only those who really need to be involved and will be helpful.

Good *communication* is also important to manage time properly. For example, you may have to hold planning meetings with a group. If you want meetings to be effective, prepare for these meetings. If you are not properly prepared, the meeting may go too long and time will be wasted. Keep your communications as short and to the point as you can. This includes telephone calls or other meetings on the Internet.

Be polite, tactful, and helpful, but be brief. Avoid wasteful and unnecessary conversation.

Listening is also a form of communication. The ability to listen carefully is a major contributor to using your time effectively and is important in formulating how you communicate responses to others. The average person's listening effectiveness is only 25 percent. If you improve your listening skills, you will avoid mistakes and misunderstandings. Listen for what is actually being said, and try not to form opinions until you hear the speaker out. This will help you be better understood by others and make the best use of your time, as well.



Good planning, listening, and communication skills help build effective teams.

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How to Beat Procrastination

Procrastination is to put off doing something, especially on a regular basis. How many times have you waited until the last minute to study for an exam or work on a school project? One of the most significant obstacles to effective time management is procrastination. Many of the tools needed to complete your school assignments or study for exams have also created the greatest distraction from getting your work done. Watching TV, surfing the Internet, playing computer games, and talking or texting on a cell phone are major causes of procrastination. However, there are effective ways to overcome procrastination, such as these proven strategies:

- Think positive thoughts—When you study, push negative thoughts out of your mind.
- **Set a regular time and place to study**—Determine your best time and place to study. When and where do you get the most out of yourself?
- Allow time for fun, down time, and sleep—You don't have to be a bookworm; however, don't let your outside activities become a distraction from the work that needs to be done.
- **Break up big tasks into small ones**—When you have to complete a project or study for an exam, do a little each day. This will also reduce your stress level.
- **Jump in**—When it is time to work on a project or study, put away all distractions.
- **Be good to yourself**—Try to reward yourself when you have completed a big project or done well on an exam.

keys to LEADERSHIP

Track your progress. Keep your time-management schedule on hand as you go through the week. At the end of the week, evaluate your schedule and change it if necessary.

Finally, here are two more tips you should remember for managing your time:

- **Don't work with unclear instructions**—You will lose time if instructions are not understood or possibly cause mistakes that will force you to redo the work.
- Deal with the causes of problems, not the symptoms— Just addressing symptoms is a real time-waster. The problem will never be solved until the real cause is handled. Anything less is a waste of time.



Lesson 2 Review

Using complete sentences, answer the following questions on a sheet of paper.

- **1.** What is stress?
- **2.** What is distress?
- **3.** Name the two common kinds of teen stressors, and provide two examples from each list.
- **4.** What is the process known as the "fight, flight, or freeze" response?
- **5.** What are four physical symptoms related to stress in teens?
- **6.** Name four ways that you can reduce stress.
- **7.** List four physical activities that can help reduce stress.
- **8.** What does effective time management combine?
- **9.** Define the "ABC" system for setting priorities.
- **10.** List two tips that will help you overcome procrastination.

APPLYING YOUR LEARNING

11. Make a Bubble Map® that demonstrates positive ways of coping with the kinds of stress that teens experience.