

HELLO

Balancing a dual career is hard. We want to give you the tools you need to help with your own personal development. This booklet contains a selection of exercises and resources to help you. The tools can be completed on your own, or as part of your lifestyle sessions.

Completing these exercises may remind you of conversations that need to be had with your coach, academic advisor, or other members of your support network. Bringing along your completed tool may help to start those conversations.

While there is a brief description of how each tool can be completed, this is open to interpretation, and you may find a way to complete that is more useful to you and your situation. Use your imagination as much or as little as you see fit.

LOG OF SESSIONS

Keep a record of your lifestyle sessions here and track your personal growth and development.



WHAT IS LIFESTYLE SUPPORT?

WHAT

- > Non-judgemental and impartial support, focusing on the athlete as a person.
- > Support with current life demands and preparation for life after sport.
- > Assistance with personal and professional development, and health and wellbeing.
- > A professional friend and a supportive listening ear.

WHY

- > Student-athletes are people first, and experience similar challenges to non-sporting students. Lifestyle support will help reduce the impact of this on your sport and life.
- > A dual career can be challenging. Your lifestyle practitioner can help you balance your sporting and non-sporting commitments and work towards your goals in both areas.
- > Managing a dual career develops transferable skills. Lifestyle support can help you identify, develop and adapt these skills.
- > Thriving in your non-sporting life can have a positive impact on performance in your sporting life.

HOW

In order to achieve the above, your lifestyle practitioner will:

- > Offer a safe, confidential and reflective space.
- > Signpost you to other services and information where appropriate.
- > Empower you to take ownership of your current and future life.
- > Support you in a holistic way.
- > Help you find your own solutions and meaning.
- > See you as a person first.

SESSION 1 Date: _____ Format (in person/Skype/phone): _____

Topics I want to discuss: _____

Topics discussed/summary of session:

This session:	Not at all	1	2	3	4	5	6	7	Definitely
Helped me increase my self-awareness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Helped make things clearer in my mind		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allowed me to get things off my chest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepared me to manage my immediate future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Involved preparation for my long-term future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Help build my time management/organisational skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Take away messages/thoughts:

Action points: _____ Completed

1. _____

2. _____

3. _____

Conversations I now need to have:

Things to discuss next time:

SESSION 2 Date: _____ Format (in person/Skype/phone): _____

Topics I want to discuss: _____

Topics discussed/summary of session:

This session:	Not at all	1	2	3	4	5	6	7	Definitely
Helped me increase my self-awareness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Helped make things clearer in my mind		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allowed me to get things off my chest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepared me to manage my immediate future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Involved preparation for my long-term future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Help build my time management/organisational skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Take away messages/thoughts:

Action points: _____ Completed

1. _____

2. _____

3. _____

Conversations I now need to have:

Things to discuss next time:

SESSION 3

Date: _____

Format (in person/Skype/phone): _____

Topics I want to discuss: _____**Topics discussed/summary of session:**

This session:	Not at all	1	2	3	4	5	6	7	Definitely
Helped me increase my self-awareness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped make things clearer in my mind		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed me to get things off my chest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared me to manage my immediate future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involved preparation for my long-term future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help build my time management/organisational skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Take away messages/thoughts:

_____**Action points:**

Completed

Conversations I now need to have:

1.

2.

3.

Things to discuss next time:

_____**SESSION 4**

Date: _____

Format (in person/Skype/phone): _____

Topics I want to discuss: _____**Topics discussed/summary of session:**

This session:	Not at all	1	2	3	4	5	6	7	Definitely
Helped me increase my self-awareness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped make things clearer in my mind		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed me to get things off my chest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared me to manage my immediate future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involved preparation for my long-term future		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help build my time management/organisational skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Take away messages/thoughts:

_____**Action points:**

Completed

Conversations I now need to have:

1.

2.

3.

Things to discuss next time:

MY NOTES

A large, empty rectangular area with a light gray background, intended for taking notes.

THERE ARE NO
RIGHT OR WRONG
ANSWERS

SECTION 1 > PERSONAL DEVELOPMENT TOOLS

Personal development is an all-encompassing term covering a broad range of topics from self-awareness and goal setting to career development. Included here are just a small selection of tools which we feel are most relevant and helpful to a broad range of young student-athletes. The tools chosen will give you a flavour of lifestyle support and how it can help you.

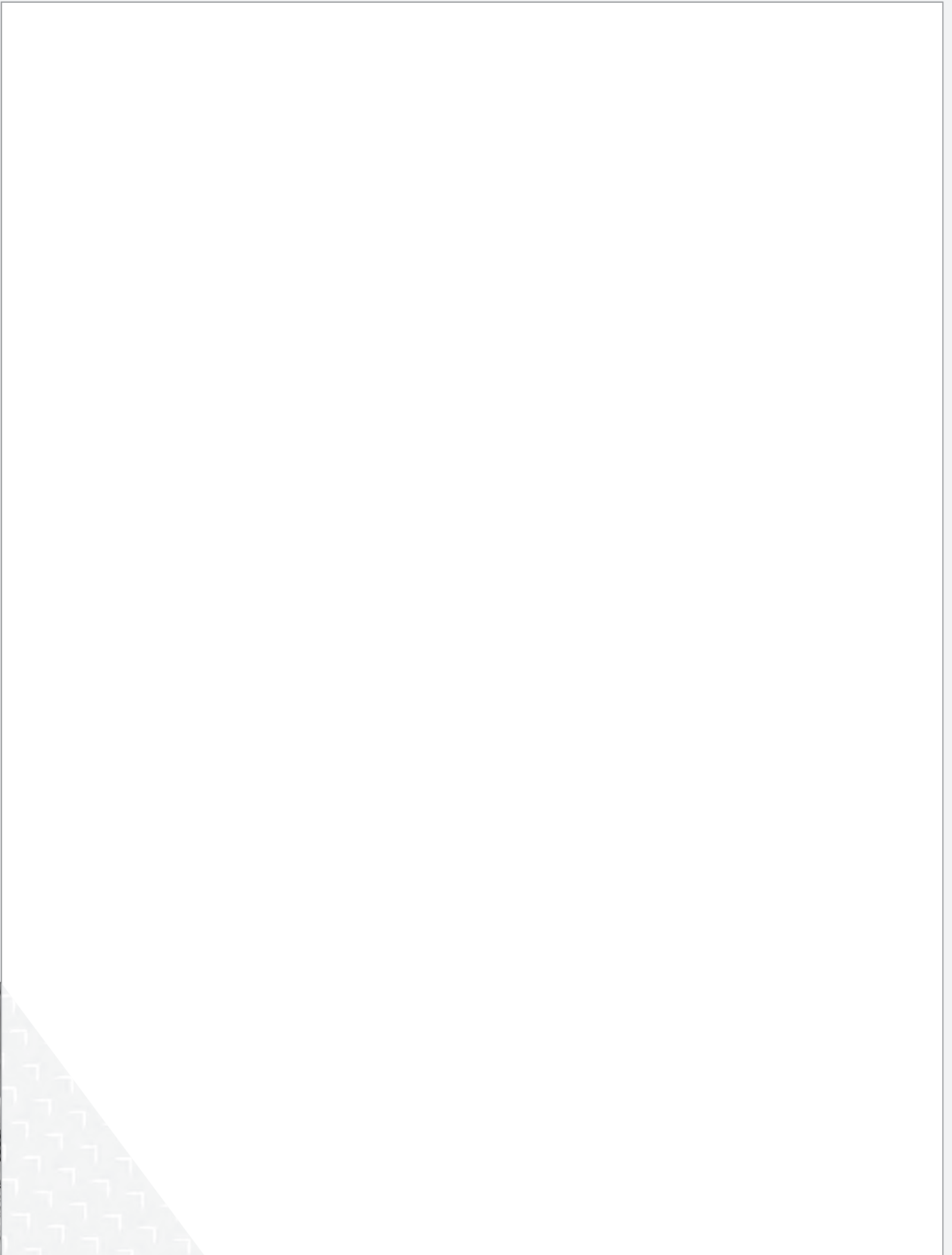
Many of the tools can be used to increase self-awareness. This can help with setting goals, overcoming adversity and making big decisions about your future. Dealing with changes and identifying and building your support network are further topics covered.

These tools can be completed in your own time, but they can also be completed and/or discussed further in one-to-one sessions with your lifestyle practitioner. The tools can be adapted slightly and interpreted any way you see fit. There is no perfect way to complete them; be creative! And remember, there are no right or wrong answers.



MY STORY SO FAR

Sometimes, simply knowing where we've come from can help remind us where we are going. Our past, and the meaning that we gather from it, can help direct our future. In the space provided create a timeline of your life so far, marking the major events and milestones along the way. Think about how each of these milestones have helped shape your values, beliefs and outlook on life.



A large, empty rectangular box with a thin black border, intended for the user to write their life story and milestones. The box is positioned on the right side of the page, below the introductory text.



LETTER TO YOUR FUTURE SELF

In the space provided, write a letter of commitment to yourself. What do you promise to do to give yourself the best chance at happiness and success over the next 12 months?

Dear ...

DUAL CAREER SELF-ASSESSMENT

Before attending your next 1-to-1 lifestyle meeting, take some time to complete the following, and make a note of anything you would like to discuss or work on in your first session.

SCORING SCALE												
Performance	Not performing Really struggling Poor			Managing but could be better Average					Thriving Really on top of things Excellent			
	0	1	2	3	4	5	6	7	8	9	10	
Enjoyment	Dread it Come up with excuses not to do it				Tolerate it				Love it Can't wait to do it			
	0	1	2	3	4	5	6	7	8	9	10	

SPORT

Performance	0	1	2	3	4	5	6	7	8	9	10
Enjoyment	0	1	2	3	4	5	6	7	8	9	10

ACADEMICS

Performance	0	1	2	3	4	5	6	7	8	9	10
Enjoyment	0	1	2	3	4	5	6	7	8	9	10

PLANNING / ORGANISATION

Performance	0	1	2	3	4	5	6	7	8	9	10
-------------	---	---	---	---	---	---	---	---	---	---	----

PHYSICAL HEALTH

Performance	0	1	2	3	4	5	6	7	8	9	10
-------------	---	---	---	---	---	---	---	---	---	---	----

MENTAL HEALTH

Performance	0	1	2	3	4	5	6	7	8	9	10
-------------	---	---	---	---	---	---	---	---	---	---	----

BUDGETING / MONEY MANAGEMENT SKILLS

Performance	0	1	2	3	4	5	6	7	8	9	10
-------------	---	---	---	---	---	---	---	---	---	---	----

Aspirations:

Areas for improvement/things I need help with:

Comments:

MY VALUES

Here is a list of values. Read through the list and place a tick beside any that are important in your life. Read through those you have ticked again, and keep the 6 or 7 that are most important to you. Express how and why they are important to you.

Whether or not we live out our values in our daily lives can be a major factor of life satisfaction. It's good to reflect on your values from time to time, and to decide whether or not your values are being met in your life. Putting them in order of importance can also help when making important life decisions.

Accomplishment

Accountability

Accuracy

Acknowledgement

Action

Adventure

Authenticity

Awareness

Balance

Beauty

Celebration

Choice

Clarity

Community

Compassion

Comradeship

Confidence

Consistency

Contribution

Courage

Creativity

Dependability

Dignity

Direction

Discipline

Elegance

Empowerment

Excellence

Family

Flexibility

Focus

Forgiveness

Freedom

Fun

Growth

Happiness

Harmony

Healing

Honesty

Honour

Humour

Independence

Innovation

Integrity

Joy

Knowledge

Laughter

Lightness

Life

Love

Meaningful Work

Nurturing

Obedience

Openness

Partnership

Peace

Performance

Personal Power

Productivity

Professionalism

Profit

Purpose

Recognition

Relationship

Reputation

Risk

Romance

Self-Expression

Service

Simplicity

Spirituality

Stability

Success

Time

Tenderness

Tradition

Trust

Trustworthiness

Vitality

Work

My no compromise value is:

(Which of the values that you have chosen could you not live without?)

MY STRONGEST TRAITS

Read through the list of traits/strengths below and tick the ones that are very reflective of you. Discuss how you demonstrate those traits and in which situations you use these traits to best effect.

I am very...

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Cordial | <input type="checkbox"/> Judicious | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> Achievement-orientated | <input type="checkbox"/> Courageous | <input type="checkbox"/> Kind | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Creative | <input type="checkbox"/> Knowledgeable | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Adept | <input type="checkbox"/> Daring | <input type="checkbox"/> Logical | <input type="checkbox"/> Safeguarding |
| <input type="checkbox"/> Adept at having fun | <input type="checkbox"/> Decisive | <input type="checkbox"/> Loyal | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Adventurousome | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Mature | <input type="checkbox"/> Self-reliant |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Dependable | <input type="checkbox"/> Methodical | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Appreciative | <input type="checkbox"/> Diligent | <input type="checkbox"/> Modest | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Neat | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Astute | <input type="checkbox"/> Discreet | <input type="checkbox"/> Objective | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Authoritative | <input type="checkbox"/> Driving | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Smart |
| <input type="checkbox"/> Bold | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Strong |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Extremely economical | <input type="checkbox"/> Organised | <input type="checkbox"/> Studious |
| <input type="checkbox"/> Candid | <input type="checkbox"/> Effective | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Supportive |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Efficient | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Ethical | <input type="checkbox"/> Patient | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Energetic | <input type="checkbox"/> Perceptive | <input type="checkbox"/> Truthful |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Persevering | <input type="checkbox"/> Understanding |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Exceptional | <input type="checkbox"/> Persistent | <input type="checkbox"/> Unique |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Exhaustive | <input type="checkbox"/> Persuasive | <input type="checkbox"/> Unselfish |
| <input type="checkbox"/> Consistent | <input type="checkbox"/> Experienced | <input type="checkbox"/> Pioneering | <input type="checkbox"/> Unusual |
| <input type="checkbox"/> Contagious in my enthusiasm | <input type="checkbox"/> Expert | <input type="checkbox"/> Practical | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Co-operative | <input type="checkbox"/> Flexible | <input type="checkbox"/> Professional | <input type="checkbox"/> Vigorous |
| | <input type="checkbox"/> Friendly | <input type="checkbox"/> Protective | <input type="checkbox"/> Warm |
| | <input type="checkbox"/> Generous | <input type="checkbox"/> Punctual | |
| | <input type="checkbox"/> Good-humoured | <input type="checkbox"/> Quick/work quickly | |
| | <input type="checkbox"/> Honest | <input type="checkbox"/> Rational | |
| | <input type="checkbox"/> Humanly oriented | <input type="checkbox"/> Reasonable | |
| | <input type="checkbox"/> Impulsive | <input type="checkbox"/> Realistic | |
| | <input type="checkbox"/> Independent | <input type="checkbox"/> Relaxed | |
| | <input type="checkbox"/> Innovative | <input type="checkbox"/> Reliable | |
| | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Resourceful | |

My three strongest traits:

MY ICEBERG

We are all a bit like icebergs – the skills, talents, strengths and traits that everyone else sees only make up a small part of our personality. There is much more to us than that. Sometimes what others see (or what we think they see) doesn't represent our personality. Fill in the iceberg with the bits of you, good and bad, that others see (above the waterline) and the things that others don't see (below the surface). Continue to add to it over time and discuss ways in which some of the good bits from below the surface can be expressed.



What others see

What others don't see

MY ROLES

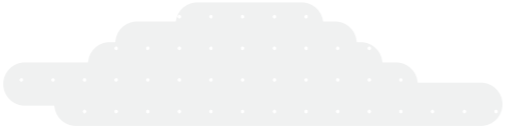
List all the roles that you fill in your life (e.g. Athlete, Student, Brother, Daughter, Partner, Worker, Volunteer, Activist, Believer, Learner, Adventurer, Traveller...).

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Now transfer each of these roles into the space below in a way which represents how significant that role is to you (e.g. if being an athlete is very important to you, and the most significant role that you play, write it in the largest box in the centre of the page. If you have a job, but it doesn't play a significant role in your life, put it in a smaller box).

Now reflect on the amount of time and effort you put into each role. Does this reflect its relative importance in your life? Are there any conflicts between your roles? Which roles complement each other well?

Discuss what changes you may need to make to improve the balance between your roles.



MY JOURNEY TO THE SUMMIT

Whether related to our sport, career or personal lives, we all have ambitions and goals. Setting and reaching our goals is a process that requires considerable thought and planning, similar to that required for a long mountain journey. The journey is individual, we will all have our own idea of timescales and the best route to take.

Use the mountain scene below to consider your goals, where you are now in relation to those goals, the time required to achieve them and the pitfalls that can occur along the way.



GOAL 1:

Identify potential disruptions to reaching goal:

GOAL 2:

Identify potential disruptions to reaching goal:

GOAL 3:

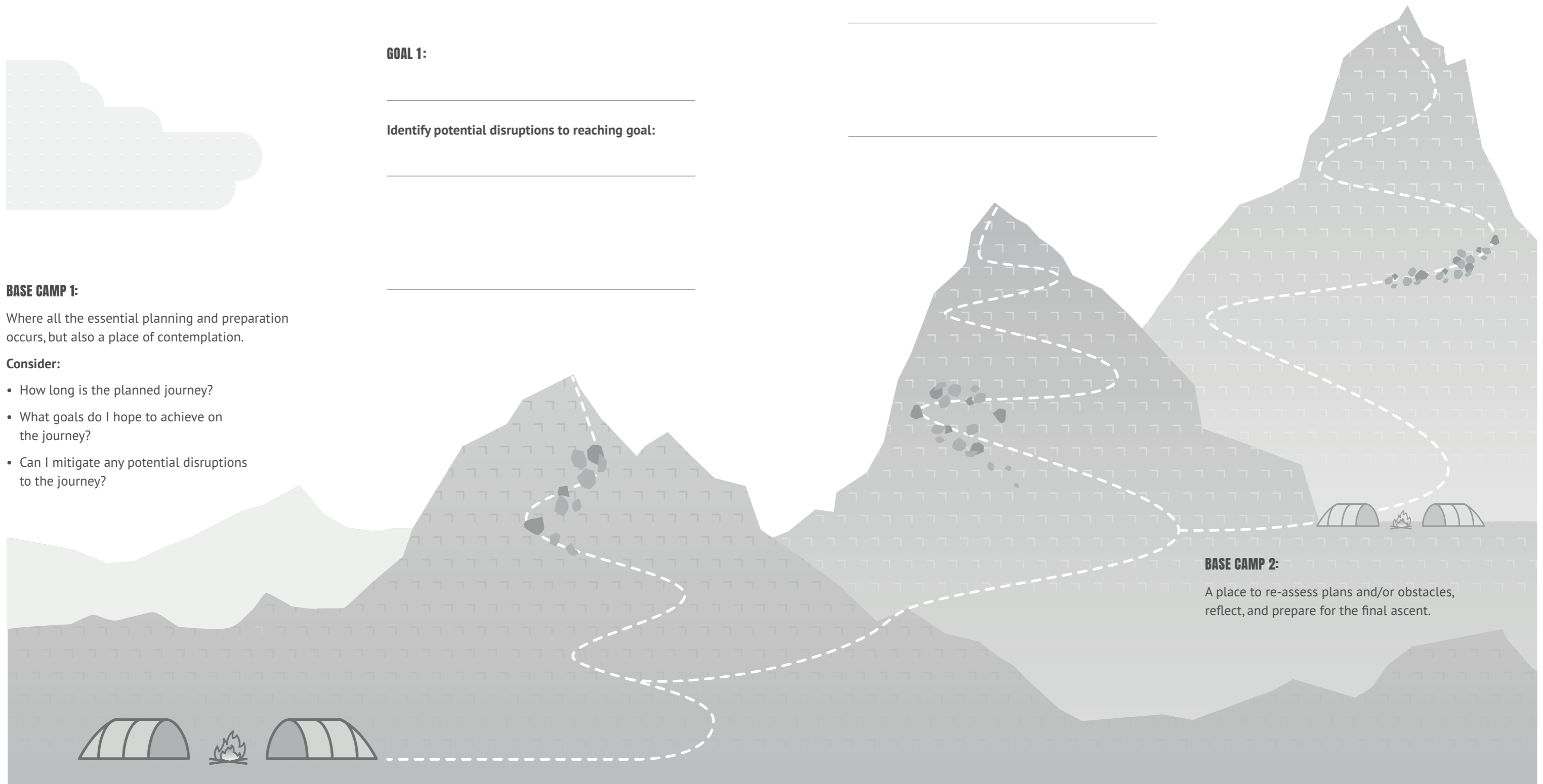
Identify potential disruptions to reaching goal:

BASE CAMP 1:

Where all the essential planning and preparation occurs, but also a place of contemplation.

Consider:

- How long is the planned journey?
- What goals do I hope to achieve on the journey?
- Can I mitigate any potential disruptions to the journey?



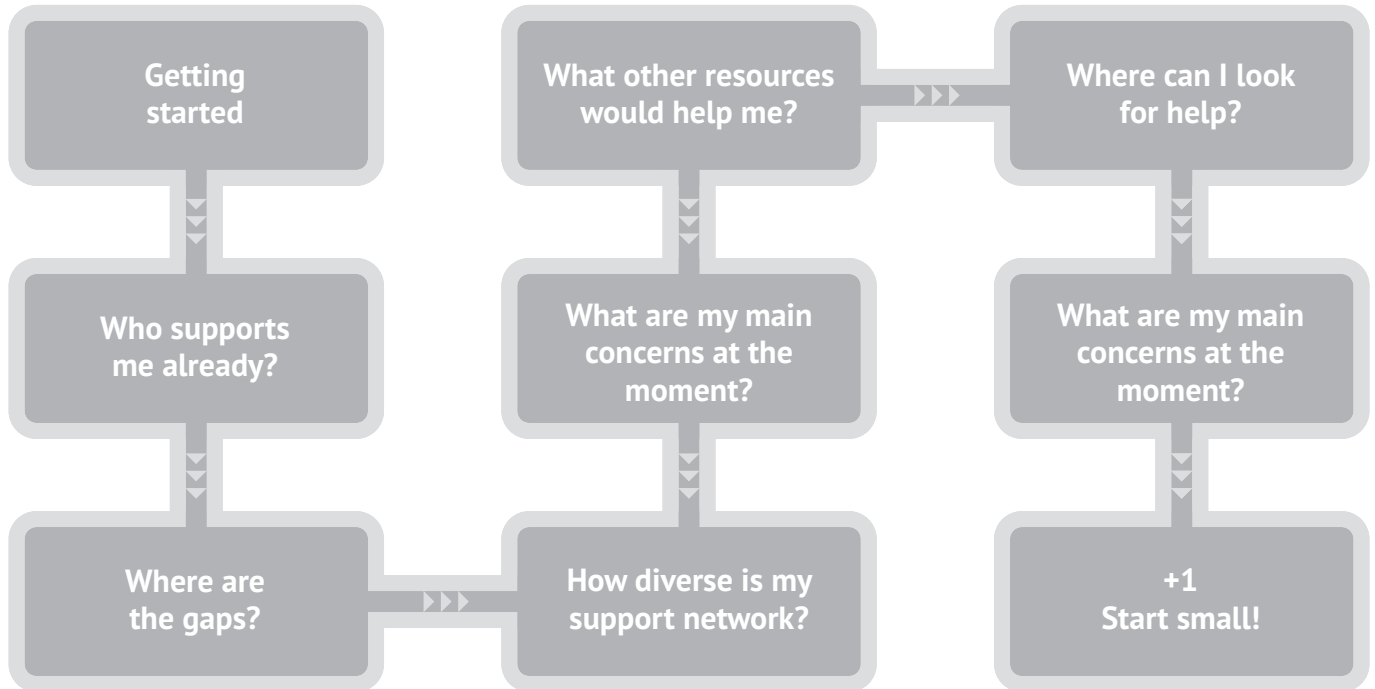
BASE CAMP 2:

A place to re-assess plans and/or obstacles, reflect, and prepare for the final ascent.

Problems with Social Support

Not all support is helpful, even when well meant, so it's worth keeping an eye on whether the support is helping how you think or feel. Also, cutting yourself off from support, even for short periods, can leave you feeling isolated. Do you make different arrangements when your support network is not close to hand?

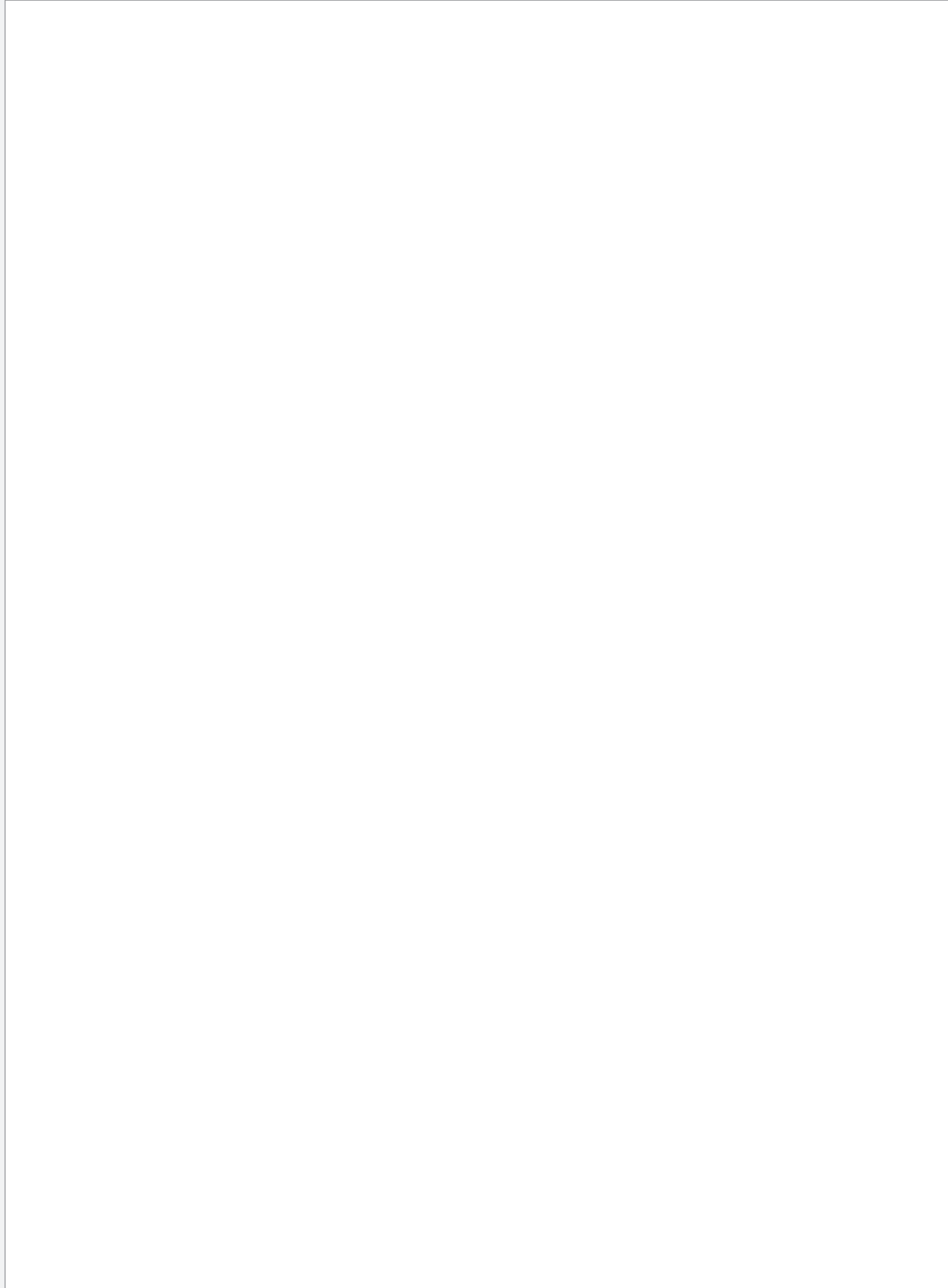
Building your Support Network



Notes

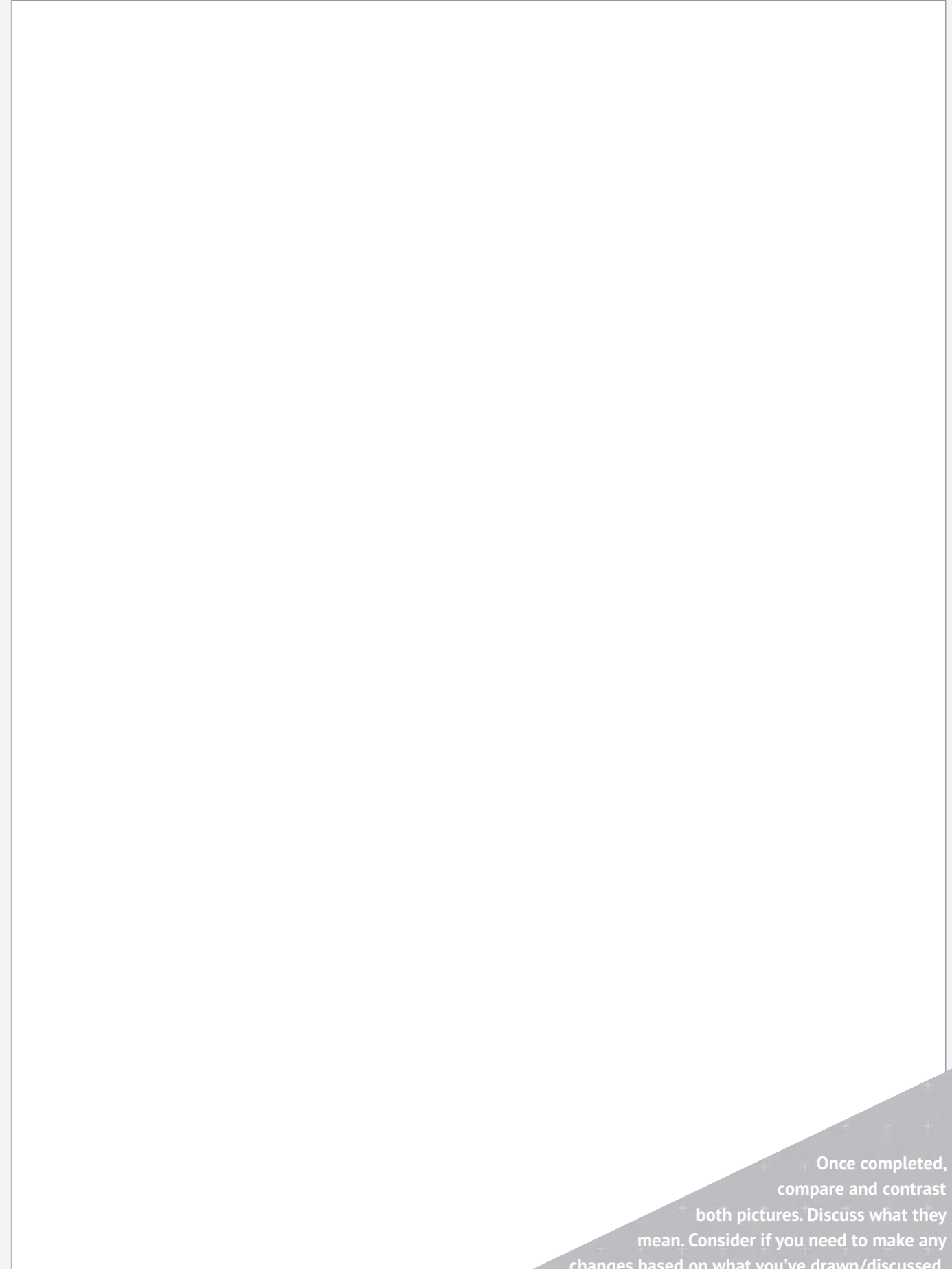
RICH PICTURE - SPORT

On this blank page, depict your sporting life, warts and all. Import photos/doodles/drawings/screenshots and use the text boxes to add notes and explanations. You don't need to create a masterpiece, but try to portray the essence of your sporting life, and how you feel about it, as best as you possibly can.



RICH PICTURE - LIFE

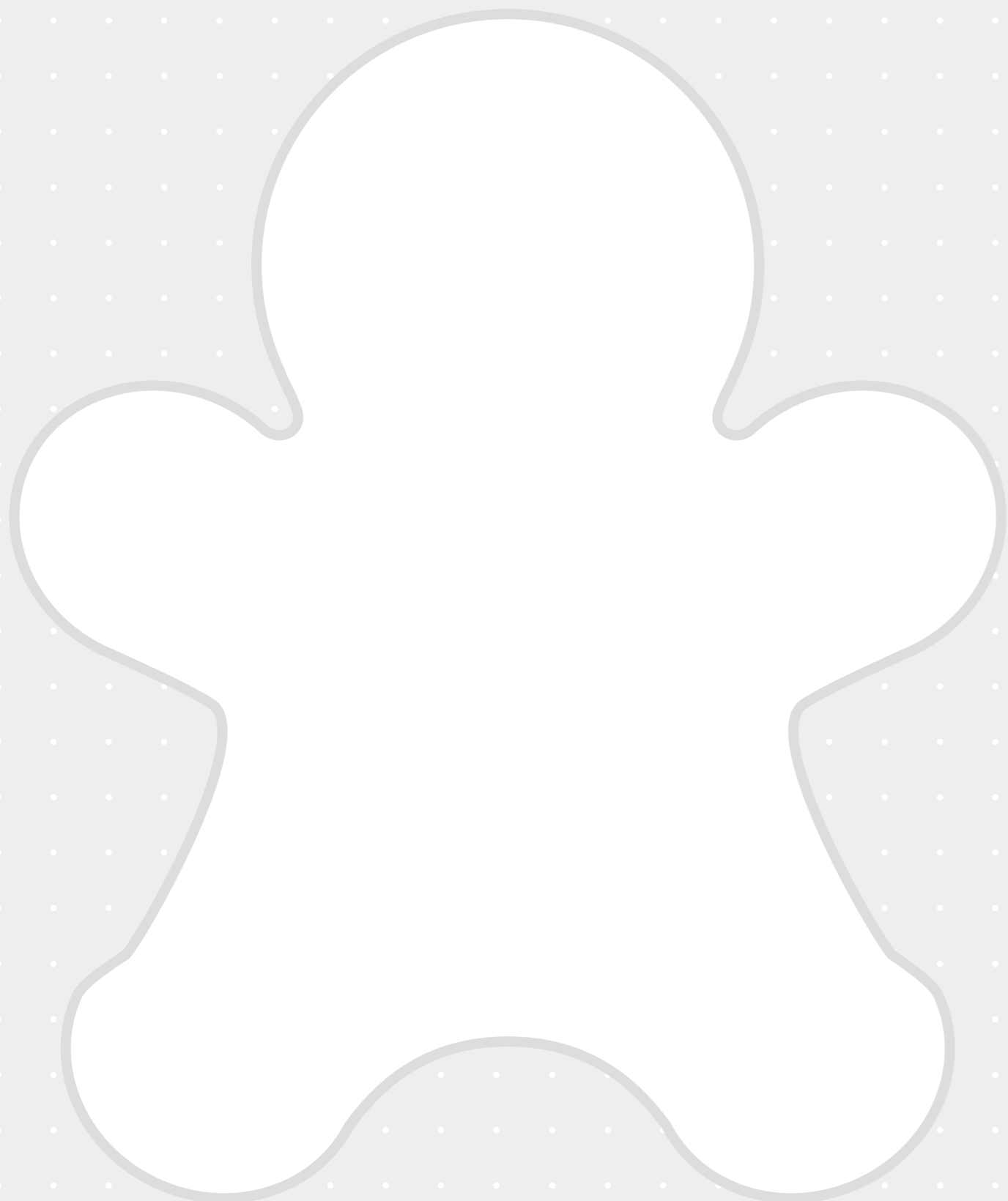
On this blank page, depict your life outside sport, warts and all. Import photos/doodles/drawings/screenshots and use the text boxes to add notes and explanations. You don't need to create a masterpiece, but try to portray the essence of your life, and how you feel about it, as best as you possibly can.



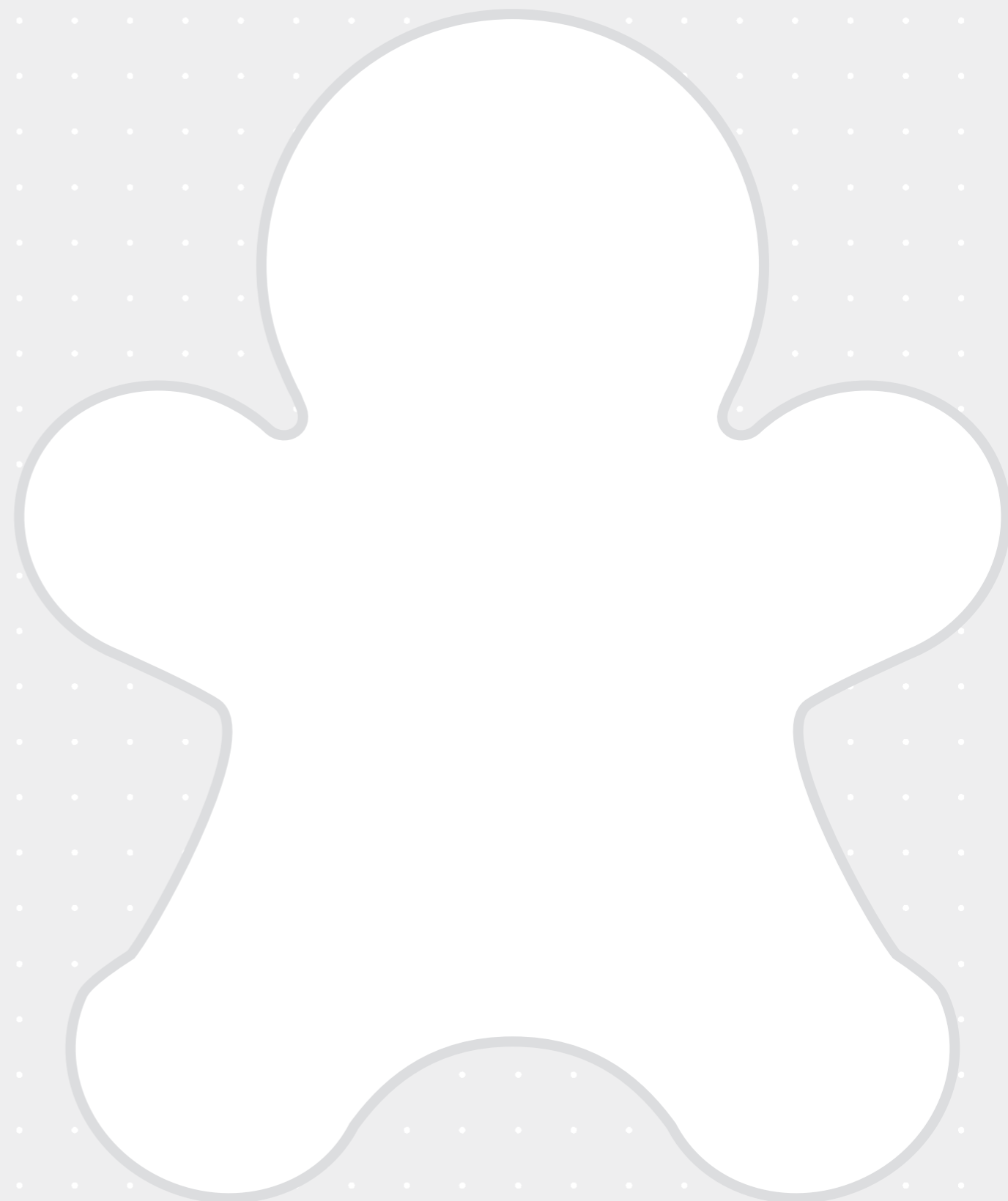
Once completed, compare and contrast both pictures. Discuss what they mean. Consider if you need to make any changes based on what you've drawn/discussed.

GINGERBREAD PEOPLE (TRANSITIONS)

To help you work through an important or difficult transition (that you're about to face), fill in the gingerbread person *on the opposite page* to show how your life will look once you have completed the transition. Think about how you will feel, what you might be doing, where you'll be, etc. Once that is done, use the gingerbread person on this page to depict where you are now. How do you feel about life? What skills do you have?



When both gingerbread people are filled in, start to map the journey between now and post transition. What do you have now that you will need/can use post transition? What will stop? What journeys/actions do you need to take? Even if you don't know exactly what your future will look like, you can start to fill in some of the things that might be in it.



MY FUTURE

Upload images from a variety of sources to make a collage here to depict how you see your future. Don't think too deeply to begin with. Use any images that appeal to you and see what happens!

Once completed,
discuss what it means to you.

SECTION 2 > TIME MANAGEMENT AND ORGANISATION

On the pages which follow, you'll find some tools to help with your planning, time management and organisational skills. Make some copies for future planning.

1. Weekly Planner (page 24)

The Weekly Planner is one of the most powerful time management tools. Not only can it help you fit more into your week, it can ensure that you're maximising recovery and recreational time, training smart and meeting your targets.

There are two ways of doing the planner:

1. If your weeks are quite similar, devise a plan that works for you, adjust as required over the first few weeks, and use as your weekly routine.
2. If you don't have a set timetable, training schedule, or work schedule, then you'll need to work out which parts can become routine, and then spend some time every weekend planning for the week ahead. With practice, you will become more efficient, and eventually this task should only take a few minutes to complete.

When using the planner, follow these stages. Use a pencil to complete and make amendments as required.

1. Fill in the set tasks – timetabled lectures, set/group training times, competition times and work shifts.
2. Note any clashes in the above, and devise a resolution. Who needs to be consulted?
3. Fill in anything else that depends on someone else, but where there is some degree of flexibility (e.g. physio, massage, strength & conditioning session, tutor meetings and other appointments).
4. Fill in anything else that needs to be done, but which is time flexible (e.g. solo training slots, laundry, weekly shopping, bulk cooking). Find the most efficient time in the week to do these.
5. Fill in travel times. Are you making any unnecessary journeys?
6. Fill in meal times. If you have lectures running across lunch time, or have late evening training, consider preparing food the day before. Make a note of this on your planner.
7. Fill in some fun time – you need something to look forward to at the end of the week.
8. Fill in anything else that needs to be done in the week.
9. Note what time you need to get up each day.
10. Review your plan to ensure that it works. Are you getting enough sleep? Are you struggling because you're trying to fit too much in on weekdays? Can you make any adjustments?
11. Review with your coach, ensure that you have the best balance of training, recovery and everything else that needs to be done.
12. On a week to week basis, you can then assign time slots to reading, coursework, and completing other one-off tasks.

WEEKLY PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
06.00							
07.00							
08.00							
09.00							
10.00							
11.00							
12.00							
13.00							
14.00							
15.00							
16.00							
17.00							
18.00							
19.00							
20.00							
21.00							
22.00							



2. Prioritised To-Do List (page 26)

The Prioritised to-do list is a great way of ensuring that you are spending your time doing the right things at the right time and is a particularly good tool to use when you are facing a very busy time period.

Write down all your current tasks. Consider what you can:

- (i) Delete – you don't really need to do it
- (ii) Delegate – someone else could do it for you
- (iii) Defer – you don't need to do it now

The remaining tasks are your 'Do' tasks. On the tool provided, divide your 'Do' tasks into the following types:

- Type 1 - Urgent and Important
- Type 2 - Important but not Urgent
- Type 3 - Urgent but not Important
- Type 4 - Neither Urgent nor Important

Important tasks will relate to your goals, values and close relationships

Urgent tasks are issues you have to react to that don't relate to your goals, values or close relationships

Prioritise Tasks starting with Type 1. Take care not to prioritise Type 3 over Type 2 too often.

TOP TIME MANAGEMENT TIPS FOR STUDENT-ATHLETES

1. Set personal goals

Setting goals will motivate you and allow you to decide where to spend your time. Doing your best in your studies and achieving as much as you can in your sport is possible, but you'll need to be well organised.

2. Prioritise effectively

Once you know what your goals are and what needs to be done, prioritising tasks should be easy. Don't spend lots of time on things that are not important to you, or that don't need to be done yet, when there are more important urgent tasks due.

3. Manage distractions

Take note of the things (or people) that drain your time, or distract you from what's important, and avoid them. Computer games and social media are major offenders. Turn off all email, social media and text notifications while studying.

4. Stop procrastinating

Procrastination is the 'art' of putting off things that really need to be done, and filling your time with things that don't need to be done at all. Sometimes using phrases like 'I should be...' (usually followed by 'studying') can lead to procrastination. Use doing-words like 'I am going to ...' should help overcome the procrastination.

5. Don't take on too much

Learning to say 'no' is a great way to save time. Knowing what you want to achieve (goals) and how much you already have to do (list/plan) will help. You don't always have to say 'no' to helping others, taking up new opportunities, or challenging yourself, but additional tasks shouldn't impede your ability to complete important tasks at important times.

6. Do one thing at a time

Trying to do multiple tasks at the same time can be counterproductive. Yes, studying while on the train or stretching while watching TV will save time, but there are other tasks that just don't go so well together. If you're texting someone during class you might miss important assignment details, or send the message to the wrong person. Give important tasks your full attention, do them properly and get them out of the way.

7. Take breaks

Reward yourself with breaks every now and again. Not only will breaks keep you motivated, they will also help to clear your mind. But make sure that these are proper breaks—which involve you standing up, walking away from the computer, and getting some fresh air - rather than simply checking Snapchat or Instagram every 5 minutes.

8. Schedule effectively

Some tasks are easier to do in the morning when you're fresh and motivated, while those that you like to do can be left until the evening. Going to the gym during revision time might work really well in the morning for some people (motivate you for the day, get it out of the way) while for others it's an excuse to pass away most of the day, delay study and get too tired to concentrate in the afternoon. Learn what works best for you and schedule accordingly.

9. The 80:20 principle

The 80:20 principle maintains that 80% of your results come from 20% of your effort. Reminding yourself of this can help you overcome procrastination. Get the 20% effort stuff done first (typing the first 2000 words) and worry about the 80% effort (proofing, referencing etc) stuff later. In terms of training, however, it's the 80% effort (20% return) that might mean the difference between competing and winning.

PERSONAL MANAGEMENT 101: TAKING BACK CONTROL OF YOUR INBOX

1. Emails are important!

Despite the increased popularity of social media, emails are still the main way in which many people—including university staff, governing body officials, and other important people in our wider support network—pass on important information. Irrespective of your personal communication preference, you need to find a way for emails to work for you.

2. Deal with it!

Delete unwanted emails when you see them. Respond to emails that require an immediate response – you're going to have to respond anyway, so why not do it now. If you don't have time to respond, then why are you even checking your emails right now? Find some times in the day when you can check your emails, delete unwanted ones, and respond where appropriate.

3. Reduce the junk

Promotional newsletters from travel sites and online retailers are the biggest contributor to unread emails. As you receive promotional emails that you don't want, simply scroll through the email until you find the unsubscribe link (this should not stop you from receiving receipts and booking confirmations for these companies). When buying online in the future, make sure that you untick the box to receive further promotional information from these suppliers.

4. Reduce social alerts

You don't need to know that Jonny responded to Mary's post or that Paddy liked Jimmy's picture. Reduce the number of social media alerts you receive to your inbox by setting alert preferences within your social media account. Consider which WhatsApp groups you can leave.

5. Junk is not always junk

Occasionally, important emails end up in your junk email. Emails from senders you don't respond to, or emails sent to multiple recipients are at particular risk of inadvertently ending up in the spam folder alongside the offers of money from random princes, and the phishing emails from fake Paypal accounts. Check your junk folder from time to time and make sure that genuine emails are not ending up in there, and if they are, take time to mark them as 'not junk'.

6. Get over the FOMO

In addition to being an invaluable source of information, the internet can help you keep in touch with friends and make waiting in a queue less boring, but you should not be living your entire life through your phone! Not every message or alert needs to be read. Decide what alerts you need to receive (you don't need your phone to 'ding' every time someone shares a rabbit-eared selfie of themselves) and what you really need the internet for, and then get busy living your real life. Give the real world your full attention.

7. Reduce study time distractions

Realising that your phone is the biggest distraction, and learning to put it away during study time, can revolutionise your productivity. Unless you're waiting for an important call, you don't need your phone while you're studying. Be disciplined. Put it away. And if you do need the internet to get additional information, make a list of things you need to look up after a productive hour or two. If you are working on a laptop, PC or tablet, make sure that you don't have email or social media notifications distracting you from what you should be doing.



TRAVEL ADVICE

Travel is a common feature of the life of the high-performance athlete. For many, travel can be a stressful experience, but when planned properly it can be stress-free, productive and even enjoyable.

To reduce fatigue, stress and the risk of infection and injury associated with travel:

- Be organised, and pack well in advance
- Get a good night's sleep before you travel
- Don't do a heavy training session immediately before or immediately after a long flight
- Pack plenty of food and snacks, and eat fresh healthy food where possible
- Allow plenty of time to get to the airport
- Drink plenty of liquids, but avoid alcohol, on the plane
- Delays are part of travel. Don't let delays stress you out. Use the time to stretch, walk out tired legs, read and stock up on liquids and snacks.

Other essential travel advice

- Email a copy/photo of all important travel documents (passport, visa, driving licence, travel vaccine records, itinerary, travel insurance, important telephone numbers) to yourself before you travel and so that you can still access this information if all your belongings (including your phone) are stolen.
- Remember many budget airlines have a strict hand luggage allowance. Be aware of what these are.
- Pack important training or competition kit in your hand luggage in case your checked baggage doesn't arrive.
- Roll rather than fold clothes to prevent wrinkles and create more space.
- Label luggage clearly on both inside and outside to avoid confusion if outer label gets ripped off.
- Don't travel abroad without travel insurance. Consider annual multi-trip insurance. It works out cheaper, and saves you having to worry about insurance every time you travel.

- Pack toiletries in a plastic bag to prevent spillages in your luggage.
- If you find travel a waste of time, find useful things to do. Drive with a language CD on, do some study on the plane, take up a needle craft, write your Christmas cards on the train or catch up on sleep.
- Keep any medicines in their original packaging to help airport security to identify what you have and avoid delays.

Jet-lag

- Avoid early morning departures and long stopovers, where possible. Book a seat with extra leg room, or at least an aisle seat where you can get up and walk around when you wish. Allow adequate time to adapt to the new environment - a recommended: 1 hour per time zone crossed.
- Avoid sleep deprivation in the days leading up to travel. Being tired before you start won't help!
- Consider pre-adapting your sleep-wake cycle before you travel. If travelling eastwards, get up a few minutes earlier each day, and go to bed earlier each night, and vice versa.
- As soon as you step on board, adjust your watch to the time at the final destination; start adjusting straight away.
- Fit into sleep/wake patterns and meal patterns of your final destination as soon as you arrive, no matter how tired you feel.
- When travelling westwards, make use of evening light by exercising or taking a walk, to stay awake later.
- Sleep in a room with windows, to adjust to the light/dark cues quicker.
- During the first few days, train during the overlap period in time zones (i.e. at a time you would be awake back home) where possible, both to help maintain the quality of training and prevent injury.

Packing checklist - This list can be used as a starting point for organising your packing.

- | | | |
|---|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Phone plus charger | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Visas | <input type="checkbox"/> Laptop plus charger | <input type="checkbox"/> Clothing for all conditions |
| <input type="checkbox"/> Other travel documents | <input type="checkbox"/> Camera plus charger | <input type="checkbox"/> Training kit |
| <input type="checkbox"/> Driving licence | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Training equipment |
| <input type="checkbox"/> Travel itinerary | <input type="checkbox"/> Reading material | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Passport size photos | <input type="checkbox"/> Study material | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Vaccination certificates | <input type="checkbox"/> Sleep mask and ear plugs | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Travel insurance | <input type="checkbox"/> Travel pillow | <input type="checkbox"/> Tissues/hand wipes |
| <input type="checkbox"/> Currency | <input type="checkbox"/> Foam roller/massage balls | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Alternative sources of money | <input type="checkbox"/> Travel socks | <input type="checkbox"/> Dietary supplements |
| <input type="checkbox"/> Travel guide/phrase book | <input type="checkbox"/> Travel adaptors | <input type="checkbox"/> Medication & prescription |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> First aid kit, safety pins | <input type="checkbox"/> Water bottle |

PACKING FOR COMPETITION

Use this space to make some important lists!

Packing checklist:



What needs to go in my kit bag:

Food I can pack for competitions:

Other things I need to remember to do before/while travelling

MY NOTES

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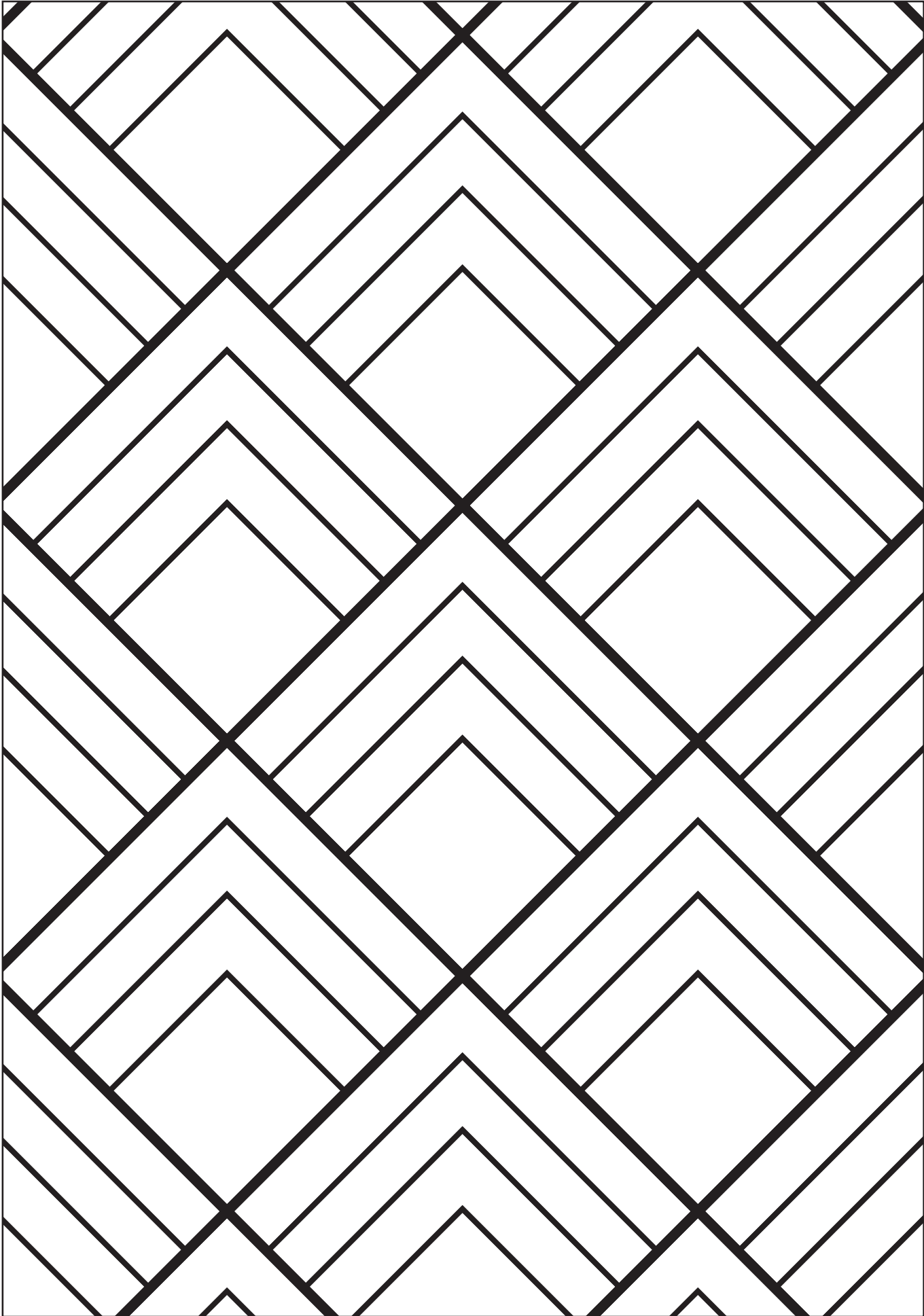
SECTION 3 > STRESS RELIEF AND MINDFULNESS TOOLS

Being an athlete can involve lots of travel and down-time during training camps or international competitions. The following pages contain some activities to keep you calm at all times, whether in a hotel room waiting for the biggest competition of your life, or after cramming for your final exams!

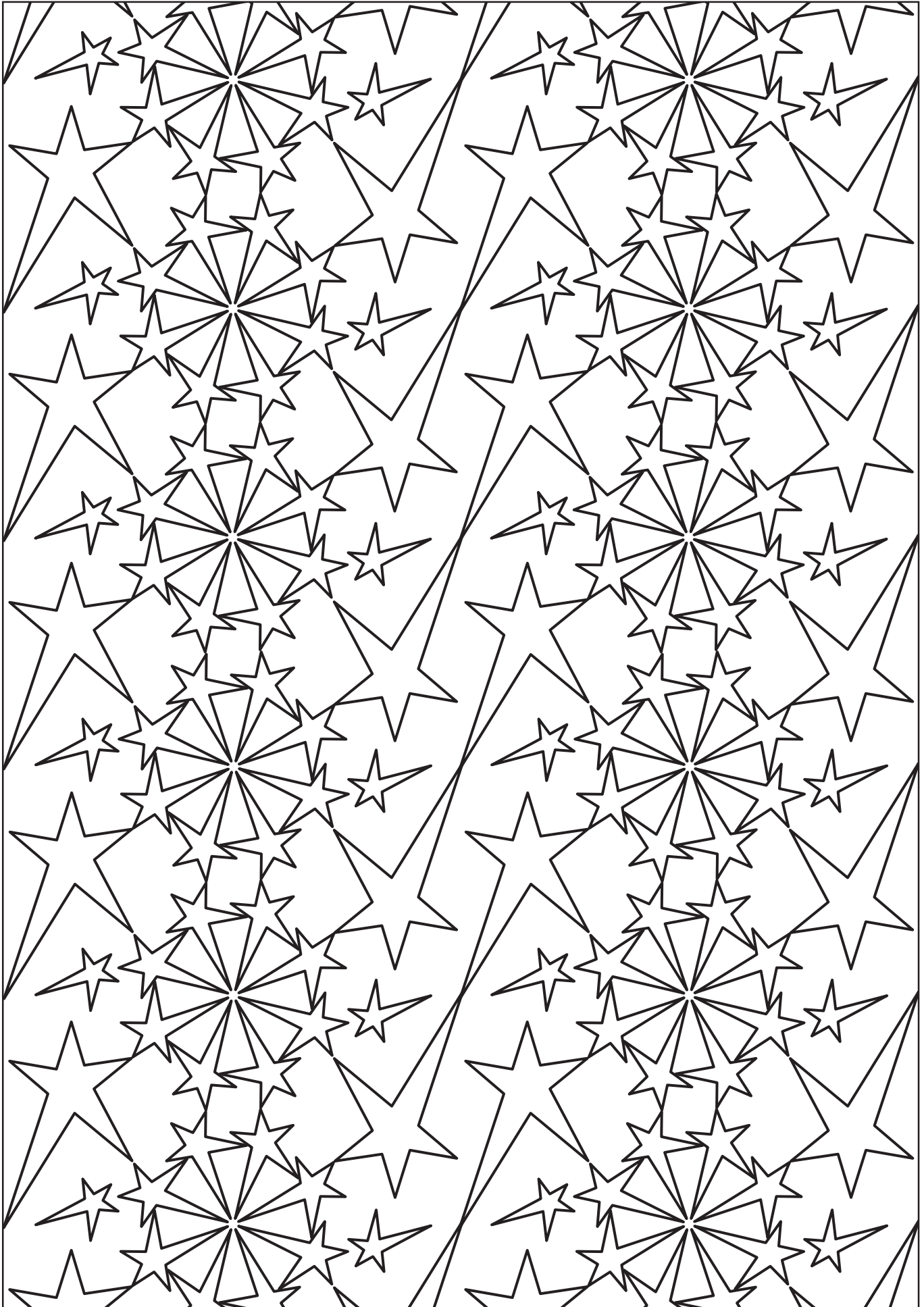
Colouring is one very popular form of mindfulness activity, and we've included some sample colouring pages for you to try out. You'll find lots of affordable adult colouring books in any bookshop.

If colouring is not your thing, there are many similar options. We've also included a sample maze – you can build your own at www.mazegenerator.net or buy books of them too. Extreme dot-to-dots, stickers by numbers/sticker mosaics and puzzle books are other great examples. Creating a journal is also a great mindfulness activity, as is sketching. The final task, '30 ways to make your world a little bit more interesting', will give you some other ideas of things to do to relieve stress and pass time.

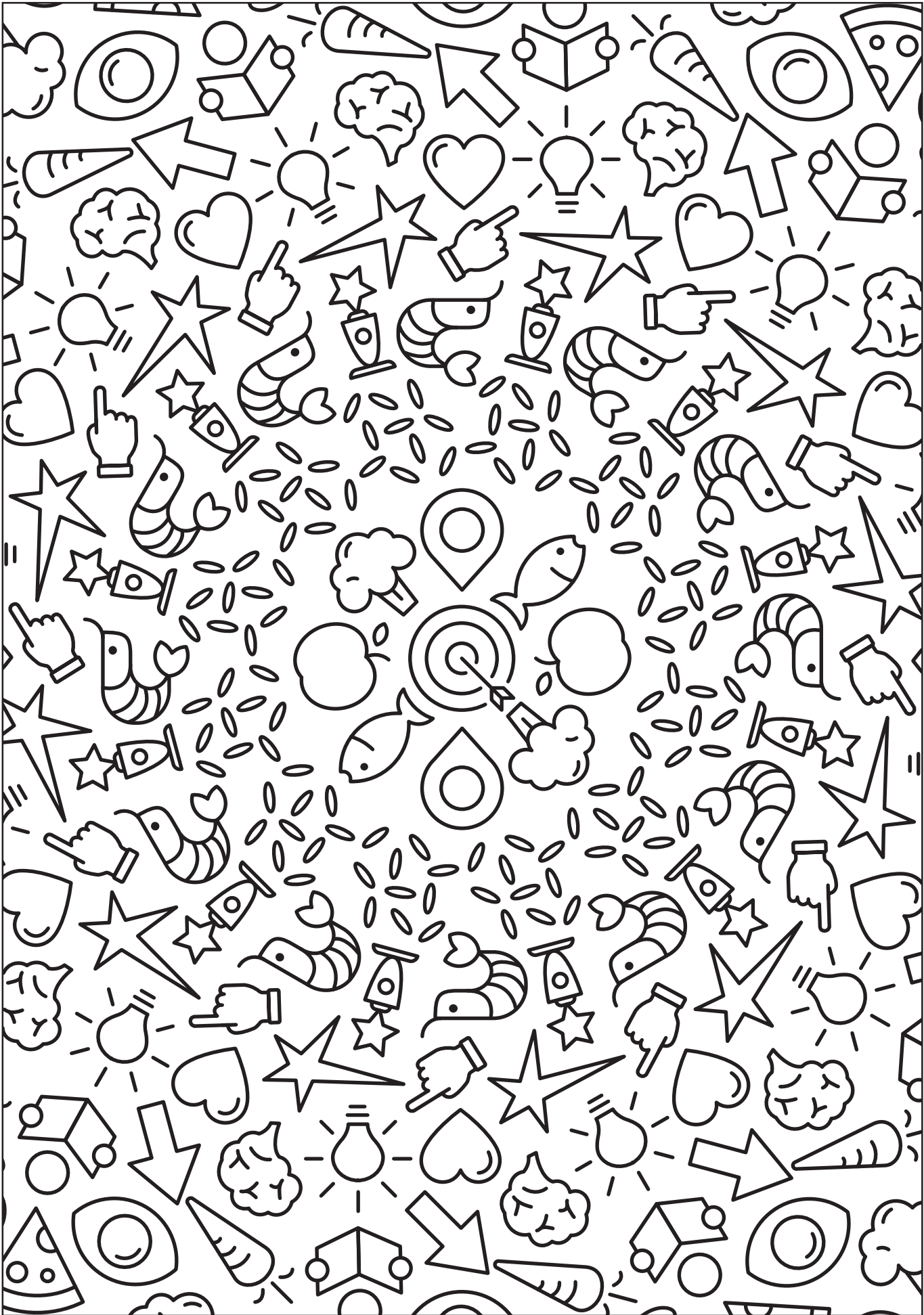
Print and colour this page or for an online smaller version click [here](#) for geometric pattern



Print and colour this page or for an online smaller version click [here](#) for shooting star pattern

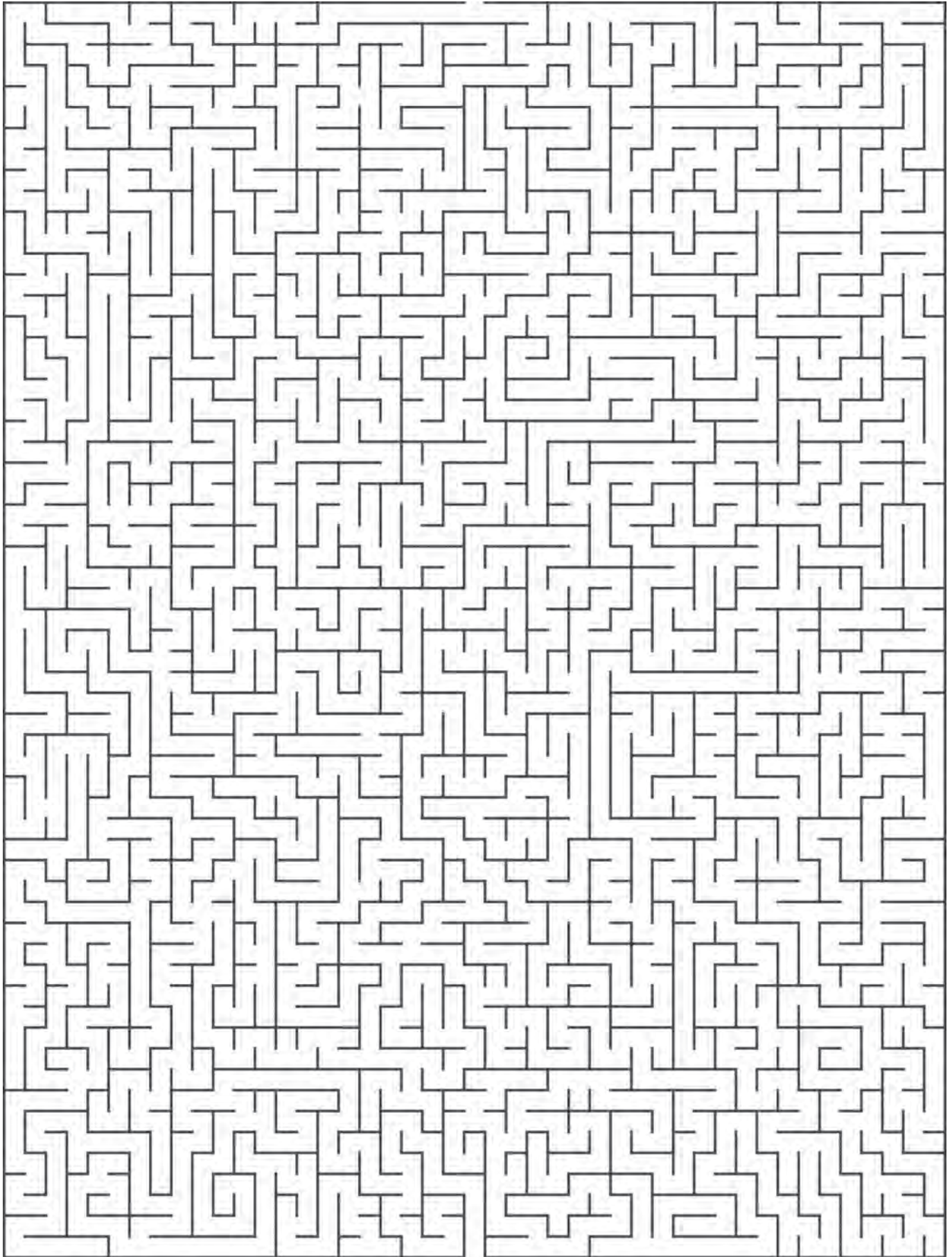


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EXTREME MAZE

Use the highlighter pen to mark your route.



30 WAYS TO MAKE YOUR WORLD A LITTLE BIT MORE INTERESTING

Choose items at random or start at the top and try to complete a full house of these odd and wonderful things to do! Highlight the ideas as you complete them.

Do a training session that you haven't done since you were a child

Tell someone how much they mean to you

Read a book by an author that you've never heard of

Handmake a card for someone

Clean the fridge (or the oven)

Lie on the grass and stare at the clouds

Write a chapter of your life in 200 words

Watch a black and white film

Learn the 50 states of the USA

Do something special to show your coach how much you appreciate them

Learn a poem, song or famous speech by heart

Pick a random country and learn 3 things about it

Handwrite and post a letter or postcard to someone special

Write a list of all the things you'd like to achieve by the time you're 30 (or 40)

Avoid the internet/social media for 24 hours

Grow something that you can eat

Take photos of random objects from an unusual angle

Cook a new dish for a friend

Learn a magic trick

Bake something

Learn 5 things about a religion or culture you know nothing about

Pick somebody from your contact list that you haven't spoken to in a while and call them

Learn to recognise a constellation

Try a fruit or vegetable that you've never tried before

Colour in a picture or make a jigsaw

Write a list of all the things you're grateful for

Clear out your inbox

Learn 5 words or phrases in sign language

Start learning a new language

Talk to an older relative about life when they were young

LETTER TO CURRENT SELF

Reflecting on what you may have learned, write a letter to your current self in the space provided, focus on your development and the journey you've been on, irrespective of whether or not you've achieved your goals.

Dear ...

MY NOTES

A large, empty rectangular area with a light gray background, intended for taking notes.

USEFUL CONTACTS/RESOURCES

Anti-Doping

UK Anti-Doping (UKAD)

Website: ukad.org.uk

World Anti-Doping Agency (WADA)

Website: wada-ama.org

Reporting Doping in Sport

It is in the interest of you and all your fellow clean athletes to report doping suspicions. If you suspect doping, you can pass on any information which might be useful to the anti-doping authorities via:

Email: intelligence@ukad.org.uk

WhatsApp message: [intelligence@ukad.org.uk](https://www.whatsapp.com/message/intelligence@ukad.org.uk)

Anonymous phone call: 08000 32 23 32

Online form: go to UKAD website

Twitter DM: @ukantidoping

TASS

Website: tass.gov.uk

Tel: 0191 607 8270

Email: info@tass.gov.uk

Twitter: @TalentedAthlete

Facebook: @talentedathlete

Instagram: @talentedathleteuk

Other funding bodies

SportsAid

Website: sportsaid.org.uk

Help for problem gambling

GamCare

Website: gamcare.org.uk

Helpline: 0808 8020 133

Be Gamble Aware

Website: begambleaware.org

Helpline: 0808 8020 133

Help for alcohol issues

Drink Aware

Website: drinkaware.co.uk

Drinkline

Helpline: 0300 123 1110

Alcohol Change

Website: alcoholchange.org.uk

Help for eating disorders

Beat Eating Disorders

Website: beateatingdisorders.org.uk

Helpline: 0808 801 0677

Studentline: 0808 801 0811

Help with mental health crisis situations

Samaritans

Provides confidential, non-judgemental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide.

Website: samaritans.org

Email: jo@samaritans.org

Helpline: 116 123

Other mental health and addiction support

Sporting Chance

Sport-specific support for Depression and Alcohol, Drug and Gambling addiction

Website: sportingchanceclinic.com

Helpline: 0870 220 0714

Rethink Mental Illness

Aims to improve the lives of people severely affected by mental illness through our network of local groups and services, expert information and successful campaigning.

Website: rethink.org

Mind

The Mind Infoline gives information on types of mental health problems, where to get help, drug treatments, alternative therapies and advocacy.

Website: www.mind.org.uk

Helpline: 0300 123 3393

Text: 86463

Email: info@mind.org.uk

Rethink Mental Illness Advice Line

Provides expert advice and information to people with mental health problems and those who care for them.

Telephone: 0300 5000 927

Email: online contact form

Website: www.rethink.org

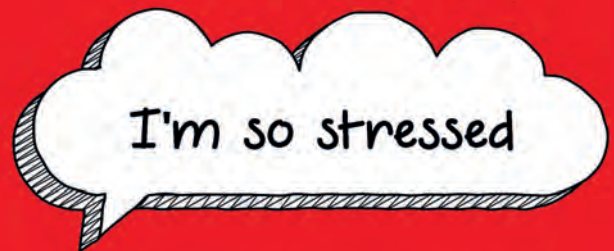
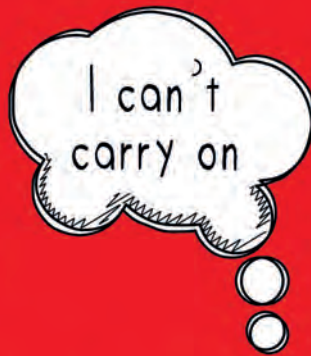
ChildLine

ChildLine is a private and confidential service for children and young people up to the age of nineteen. Website: childline.org.uk

Helpline: 0800 1111

tass 

MENTAL HEALTH AWARENESS



What to watch out for:

- Sleeping too much or too little
- Poor eating
- Social isolation/withdrawal
- Mood swings
- Self-harming
- Issues with academic performance
- Sudden under-performance
- Irritability
- Over-training
- Lack of self-care
- Significant weight loss or gain
- Reduced motivation
- Feeling hopeless
- Previous mental health problems

Possible triggers for mental health problems:

- Transition as a student-athlete
- Academic stress
- Injuries
- Getting dropped from the team
- Other losses e.g. difficult bereavements, ending of relationships
- Disputes with the coach and/or team members

What to do?

- De-stigmatise and normalise
- Actively listen and remain non-judgemental, ensure that the student-athlete feels understood
- Discourage coaching staff from taking a "just toughen up and get on with it" approach
- Encourage the athlete to develop their support networks and other identities
- Sign-post to some of the resources below
- Refer on as appropriate

Who to refer to?

- TASS Private Health Scheme
- NHS - GP, Mental Health Services including IAPT
- College/University Counselling Services
- Other individuals with mental health training

Reference: Dr Jo Wood, 2017

Resources

Emergency numbers and helplines:

NHS 111 (for NHS services)

Sane 0300 304 7000

Frank 0300 123 6600 (24 hours)

www.youngminds.org.uk

www.themix.org.uk

www.talktofrank.com

www.alcoholchange.org.uk

As a TASS athlete you have access to mental health support 24 hours a day, every day. If you need support please call 0800 269616 and choose Option 1 to speak to a counsellor.

If you are asked if you have private medical insurance, you do, it's administered through Health Partners.

