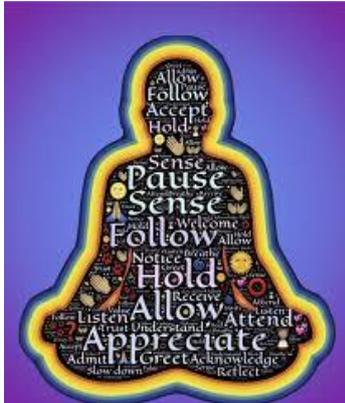


Handling Exam Stress with Meditation



It's that time of year again when exam stress can be at its highest. Exam Officers, as we know, experience exam stress throughout the year, but things can reach a peak during the summer months. Just getting through the numbers and the tasks can seem overwhelming.

And this is just the time when we need to be at our best - to best serve those we work with.

Having a clear strategy can help you feel organised and in control.

There are 2 ways to feel on top of things:

1. **Create your own Countdown Checklist** and enter important dates and timings on your calendar. Then go through the motions to get them done and tick them off the list.

Once you've got the i's dotted and the t's crossed, it's time for the 2nd part of the process.

2. **Me (Meditation) time.** Meditation can help you glide through those all-important days as a Serene Exam Officer.

If Meditation is new to you, please read through these steps with an open heart to welcome in a feeling of calm.

The night before any difficult exam day

Turn your phone off, and take yourself away somewhere quiet to shut out all distractions. Here, in the place you have chosen, you can concentrate for a few minutes on just being still, alone and centred.

This time will help calm any anxiety you may have about the day to come and help you feel fully prepared and ready for the day ahead.





You have done everything you need to do. All the tasks are completed. Everything and everyone is ready. The day is set.

During this Guided Visualisation you'll be picturing the day's success before it happens.

This quiet time will remind you how ready you are and confirm 'All is well, and all will be well'.

So now, sit quietly in your chair. Place your feet on the floor to ground yourself to Mother Earth and let your hands lie loosely in your lap.

Settle yourself comfortably and close your eyes

Take a deep breath in, And a deep breathe out

Breathe in love, truth and light

And breathe out peace, harmony and joy

I want you now to see yourself going through all the tasks of the day ahead.
See yourself getting ready for the day to come.

The room is ready and ordered.

Both you, and the students are calm and orderly.
The day is filled with harmony and a sense of opportunity.

See yourself moving effortlessly through the day.

Notice how all your conversations are calm and unhurried.

Everything is where it should be. Everyone knows what they have to do.

Everything goes as it should and each part of the day flows smoothly.





See yourself as the students file into the exam room before the exam. They settle calmly, notices are read, and exams begun in perfect harmony. The exam period passes without incident. Papers are collected and students dismissed.

All the admin is completed with ease and all the tasks ticked.

You and those around you have sailed through the careful planning with ease and energy to spare.

Everything runs beautifully smoothly, thanks to your careful planning.

Notice how great you feel about your important part in this process. You feel happy to have helped everyone to do their best, and you are appreciated and energised by their gratitude.

Sit quietly in the knowledge that YOU have planned this day and YOUR hard work has helped everyone to show themselves in their best light.

You have made this happen and you can now feel the rewards of all your efforts.

Keep sitting quietly, allowing the peace and harmony of the day to fill your mind, your heart and your body.

Let this good feeling flow through you as a bright light, washing away any lingering concerns you may have.

See yourself happy and smiling, thankful for a smooth Exam Day.





Feel the harmony and peacefulness that comes at the close of day. A day YOU have made work. A day YOU have worked towards.

The learners matter. Their future matters. You matter.

Here, now, being calm before the day ahead, you are giving yourself the best chance ever of being on top of things and being in control.

There is nothing to worry you. Nothing to break the flow of the day.

You can see, here and now in your meditation, that everything is working as it should.

Continue to sit quietly with these peaceful thoughts, and when you are ready, bring yourself back and open your eyes, feeling still, balanced and calm.

The day is waiting for you all to show the best of yourselves. And you – and your Team are ready.

Geraldine Jozefiak

