



NORTH AMERICAN ASSOCIATION OF COMMENCEMENT OFFICERS, INC.

## FOR IMMEDIATE RELEASE

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### Four Tips to Manage Stress During Commencement Season

**PRINCETON JUNCTION, NJ – March 20, 2014** – Spring and summer commencement and convocation planning is in full swing, and members of the North American Association of Commencement Officers (NAACO) have provided four tips to help commencement officers manage stress and stay healthy during this busy season.

- 1. Make a “to do” list.** Start a list before you leave the office each evening to establish priorities for the new day. Create another list each morning while you get ready for other items you may have missed adding to your list the night before. Don't forget to check things off as they are completed to help you stay on-target and organized.
- 2. Delegate tasks.** Align yourself with strong team members that you can rely on. You can't do everything yourself so it's crucial to learn how to delegate tasks to other members of your team. Trust them and empower them to do their work.
- 3. Take care of yourself.** It's important to ensure you know how to take care of yourself whether that's getting enough rest, eating well, maintaining your regular exercise schedule or even reading your favorite book. Include some of your normal activities in your work schedule to help you relax and stay focused.
- 4. Know when to say “no.”** Consider yourself and your needs when making decisions. Learning when to say no will help you better manage your day and increase productivity as well as decrease your stress level.

“Commencement season can be a stressful time so it's important to know how to prioritize and stay focused,” said Lois Ferguson, NAACO President-Elect. “We strive to produce engaging and memorable ceremonies and these tips will help commencement officers reduce their stress in order to achieve success.”

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### About NAACO

Founded in 2001, the North American Association of Commencement Officers (NAACO) is a professional association of commencement and convocation officers from colleges and universities throughout North America. NAACO is dedicated to providing a community structure for commencement professionals to exchange ideas, share traditions, explore new opportunities

and connect with colleagues from around the world who share the monumental responsibility of producing commencements. For more information, visit [www.naaco.org](http://www.naaco.org).