

Time and Stress Management



This course is designed to address work-life-balance of time and stress management. Feeling over-worked and the pressures of time constraints in your life? If you who wish to acquire practical techniques to achieve better results in the face of these challenges, both at work and in your personal life, then this is the workshop you.

Duration: Two days

Target audience:

Anyone who wants to learn how's to manage their time better, manage multiple priorities and achieve better results in their personal and working lives.

At the end of this course, you will be able to:

- Understand the basic principles of effective time/stress management
- Know what stress actually is and where it comes from
- Discover your own personal time and stress profile
- Identify and manage your top time wasters/interruptions
- Recognize dangerous stress signals and how to manage them
- Improve personal productivity while at the same time reducing stress
- Develop a personal time/stress management plan

You will learn how to:

- Determine personal time management strengths and weaknesses
- Identify key responsibility areas and priorities
- Co-ordinate and manage your schedule
- Identify and control time wasters
- Learn when/how to say no: develop positive assertiveness skills
- Overcome and conquer procrastination
- Deal with disturbances and interruptions
- What stress actually is and where it comes from
- Understand your personal vulnerability to stress: complete a StressMap® questionnaire
- Identify signs of acute and chronic stress in self and others
- The importance/necessity in retaining control/balance in life
- Identify burnout/rust out signals
- Manage stress, both on and off the job
- Developing a long term action plan to minimize and manage stress