



## Time and Stress Management

Workshop Duration: 2 Days

Facilitation in English

### Workshop Description

Do you have enough time? Is stress a fact of life for you? More and more people are encountering stress, overwork and the pressure of time constraints in their lives. This workshop will introduce you to practical techniques in helping you achieve better results both at work and in your personal life through better time and stress management.

### Who Should Attend

Managers, employees, consultants and professionals who are interested in improving personal productivity and reducing stress.

### What You Will Learn

#### *Time Management: the A,B,C's*

- How well do you manage your time? - a personal profile
- Determining personal time management strengths and weaknesses
- Identifying key responsibility areas and priorities
- How to co-ordinate and manage your schedule
- Identifying and controlling time wasters

#### *People Problems in Time/Stress Management*

- Learning when/how to say no: developing positive assertiveness skills
- The importance of effective communication skills in reducing stress
- Steps in overcoming and conquering procrastination
- Dealing with disturbances and interruptions
- Practical tips for managing time/people

#### *Understanding Stress*

- What stress actually is and where it comes from
- Your personal vulnerability to stress: a questionnaire
- Identifying signs of acute and chronic stress in self and others
- The importance/necessity of retaining control/balance in life
- Analysis of Type A vs. Type B personality styles
- Identifying burnout/rust-out signals
- Stress and the workplace: anticipating/preparing for stressful situations

#### *How to Manage Stress*

- How you stress yourself: modifying personal perceptions/beliefs
- Techniques for coping with change
- How to stay cool under fire: methods in controlling anger
- Dealing with difficult people and difficult situations
- Practical tips for managing stress both on and off the job
- Developing a long term action plan to minimize and manage stress



### At the end of this workshop, you will be equipped to:

- Understand what stress is and where it comes from
- Identify and manage top time wasters/interruptions
- Recognize dangerous stress signals and how to manage them
- Effectively implement personal time/stress management strategies
- Improve personal productivity while at the same time reducing stress