

Time & Stress Management



Programme Description

Understanding the relationship between time and stress management is essential both at the workplace and in normal life conditions. Good time management helps us cope up with the pressures without experiencing too much stress. Prioritizing tasks will make us more in control to achieve our personal and professional goals. However, stress is a normal automatic body reaction whenever an individual faces a new situation and excessive pressures. It depends on how a person perceives stress. It can be a challenge or a motivation for us to achieve better, but often it can lead to poor work performance and make us unproductive. Therefore, we need to manage stress and the key factor is good time management. A healthy lifework balance will help us maintain our stress level to improve the quality of work, and the quality of our lives as well.

Target Audience

Those who seek to manage time efficiently and deal with coping and handling stress.

Programme Objectives

At the end of this programme, participants will be able to:

- ✓ Manage their schedule effectively by employing the appropriate techniques to cope up with stress.
- ✓ Classify highly prioritized tasks from normal tasks.
- ✓ Formulate effective and clear goals with specific time frame to achieve a more balanced and efficient outcome.
- ✓ Communicate with team members to facilitate time scheduling and allocation of tasks.
- ✓ Determine individual strengths and weaknesses and focus more on the weak points.
- ✓ Identify stress, the stressor and the types of stress.
- ✓ Learn practical, proven solutions and exercises for coping and handling stress.
- ✓ Create a response plan for time and stress in their personal and professional lives.

Programme Outlines

This comprehensive course will include the following:

- Introduction to Time Management
 - Time as Resource
 - Misconception
 - Symptoms of Inefficient Time Management
- Causes of Poor Time Management
 - The Three Elements of Poor Time Management
 - Activity: Time Log Analysis
 - Identifying the root cause of Poor Time Management
- Stress in the Workplace
 - What is Stress?
 - The 9 Stress Management Techniques
 - Avoiding Stress
 - Adapting to Stress
 - Altering Stress
 - Accept the Stressor
 - Living a healthy lifestyle
 - Changing Thoughts
 - Re-imagining
 - Reporting
 - Comparisons
- Daily Time Management Tools
 - Prioritizing Daily Schedules
 - The Power of To-Do List
 - Conference Planner
 - Using Diary, Planner or Organizer effectively
 - Selecting the appropriate tools
- Paperwork Management
 - Techniques for Paperwork Management
 - Speed Reading
 - Using 5S Concept
 - Space Organization
 - Follow Up Techniques
- Handling Interruption
 - The Saw Blade Effect
 - Analyzing Interruption
 - Drop in Visitors
 - Unproductive Meeting
- Improving Time Management Habits
 - Procrastination
 - Inability to say "No"
 - Fence Sitting / Cliff Hanging