



Managing Time and Stress

The two topics of time management and stress management are often addressed together because they are so closely interrelated. Work can be very stressful at times and management studies have suggested that some roles at work have a wide mix of activities most of which cannot always be controlled or even predicted. This course will help you to reduce time wasted by using time planning techniques effectively and will show you how stress can be relieved.

Expected Accomplishments

- Draw up plans to eliminate time wasters
- Improve the planning process based on the use of SMART techniques
- Apply the proper techniques of handling work interruptions
- Practice proper techniques of overcoming stress in the short and long term
- Improve communication channels with others in order to organize your time, solve problems and eliminate negative stress

Course Outline

- Time as one of the invaluable resources
- Time wasters
- Time interrupters
- 'Smart' planning techniques
- Planning and goal setting
- Delegating for time saving and to relieve stress
- Memory aids for time management
- Mind over matter
- Mind mapping for problem solving
- The concept of stress
- Stress symptoms and signals
- Causes of stress
- Improving the communication channels
- Stress management strategies for the short and long term
- Managing conflict
- Dealing with and resolving unavoidable stress and time wasters
- Staying positive in the faceoff

Who Can Benefit

Professionals from all sectors who seek to improve their time management and stress handling skills.

Related Training

- Developing Effective Working Relationships





- Team Building and Motivation at Work
- The Professional Supervisor
- Creativity, Problem Solving & Decision Making

Duration

2 days

Mode

Consultant led classes with exercises, case studies and group discussions

Prerequisites

- Good command of English
- Previous exposure to management training at a supervisory level

Course Code: **MGT-101**

