



## Time & Stress Management

**Time is a Monster.... lets tame it....**

In the modern day corporate tug of war survival of fittest time, the degree to which employees are fully involved in their work and the strength of their commitment to their job, time & stress management is the biggest challenge. Organizations expects competitive advantage including higher productivity, better customer service and reduced budgets, corporate executives are eager to build a committed, productive and advantage to prove increased engagement.

We CANNOT change the fact that working in such fast pace, taking an effective & important decision is a stress inducing endeavor everywhere. While it's not possible to take the stress out of professional life, it's certainly possible to learn time management and stress relief strategies that can help delegates to handle it better. Such strategies that they master today can serve them well as they move into their career progression.

Time & Stress Management training workshop will help delegates increase work effectiveness and productivity, achieve greater control of their daily activities and overcome work stressors. Our workshop enables delegates to understand the processes which will make them more effective whilst minimising the "Thieves of Time" which plague our personal productivity and sense of achievement. The course will enable delegates to:

### Benefits of attending

- Effective time management
- Prioritization
- Avoiding procrastination
- Health optimization
- Happy life
- Progressive career

### Learning Objectives

- We all have 24 Hours a Day: **lets plan it well**
- Eliminate you Time Wasters for Good: **Time Stealers.... go away**
- Tomorrow never comes: **Kill Procrastination for ever**
- You want PEAK Performance: **Set your goals & Be SMART**
- Use dustbin: **learn to say NO to unnecessary hurdles**
- Bottomless inbox: **tons of mails & Junk, Just set rules...**
- People call me Planner: **excuse me, use me**
- Clean your desk: **manage your work assignments**
- Take steps in handling stress: **Pause, Plan & Proceed**
- Use techniques to manage stress at workplace: **be a pilot of your flight**



### Contents

- Daily Planning
- Solving Time Trap
- Planning your essential priorities
- Decision making & goal setting
- Delegation
- Stress Management
- Desk management
- Developing a personal sense of time
- Managing paperwork & mails
- Organising your office and your workstation
- Managing meetings

### Program Methodology

- Interactive lectures
- Group discussion
- Role plays
- Hands on activities
- Case studies

### Who should attend?

Those who needs to master the principles and practices of effective time management skills. In fact anyone who needs to find solutions to the following challenges:

- I don't always feel in control
- I need to increase my productivity
- I have to juggle a multitude of tasks
- I'm always being interrupted
- I'm behind my schedule
- I'd love to have more time for the things I enjoy but never get the time

### Program Dynamics

Level 1:	Basic
Duration:	01 day
Participants:	20-25
Venue:	on-site
Pre-training assessment:	Yes
Post-training report:	Yes
Memory Video & clips:	Yes
Training manual:	Yes
Training certificates:	Yes

### Features

- Series of hands on activities that relates to job

