



Time & Stress Management – 1 Day Workshop



Overview

This one day workshop provides participants with the essential skills for working productively in busy environments. It identifies how precious time is and gives proven techniques to effectively protect and manage it. Through practical exercises and examination of time management tools and techniques participants will develop the ability to plan and prioritise effectively to achieve results.

Excessive stress affects productivity and impacts individuals' physical and emotional health. Participants will develop increased awareness of the causes and symptoms of stress and learn new strategies to minimise the effect of stress on both the individual and the organisation.

Outcomes

Following this workshop delegates will have developed skills to work more productively getting more done in less time with more control and less stress.

Content

Identifying What is Important

- Principles of Time Management
- Defining Your Role
- The Urgent/Important Matrix (Covey principles)
- The Importance of Planning
- Preventing 'Fire-Fighting' and Stress

What is Stress?

- Definition of Stress
- The Benefits and Consequences of Stress
- Symptoms: Physical, Mental, Emotional & Behavioural
- Stress Personality Types

Managing Stress

- Manage Your Energy and Stress Levels
- Recognise the Signs of Stress
- How We Respond ($W + H = O$)
- Quick and Easy De-Stressing Techniques

Getting Things Done

- Setting Clear Objectives
- Scheduling & Completing Core Activities
- Using Your Internal Clock
- Identifying Roles and Responsibilities
- Prioritizing Tasks and Activities
- The Impact of Task Switching
- Avoiding Procrastination

Goal Setting & Personal Achievement

- Value Based & Well Formed Goals
- The Benefit of Personal Development
- Challenging Limiting Beliefs
- Using Your Zone of Influence
- Contributing to Team Planning