



Time and Stress Management

Duration: Two-day Workshop

This workshop is designed for individuals who are continually facing stress and feeling the pressures of time constraints in their lives. If you wish to acquire practical techniques to achieve better results in the face of these problems, both at work and in your personal life, then this is the workshop for you.

Objectives:

- Understand the basic principles of effective time and stress management.
- Learn what stress is and the causes.
- Identify and manage your top time wasters.
- Recognize dangerous stress signals and how to manage them.
- Improve personal productivity by managing multiple priorities.

Workshop Topics:

- Determine personal time management strengths and weaknesses.
- Identify and control time wasters.
- Learn how to prioritize multiple tasks.
- Conquer procrastination once and for all.
- Reduce stress by effective communication.
- Feel comfortable saying no assertively.
- Uncover your causes of stress using the StressMap assessment.
- Learn how to maintain work/home balance.
- Identify burnout and rust out signals.
- Discover practical tips for managing stress, both on and off the job.