

# TIME AND STRESS MANAGEMENT

## TWO DAY COURSE SCHEDULE

### Introduction

- Concept of Time Management
- Benefits of Time Management

### The Purpose of a Task List

- Recording Information into a Task List
- Time management Grid
- Strategies for Different Quadrants of the Matrix
- Steps for Prioritising Tasks / Tips for Prioritising Tasks

### Steps in Creating a Daily Diary

- Recording Information in a Diary in a Systematic Manner
- Basic Rules of Diary Writing
- Taking Actions According to Diary Entries
- Managing Time Wasters

### Assigning Tasks to Team Members

- Principles of Delegation
- Information Stakeholders of Tasks that Affect them
- Amendment of a Task List
- Guidelines when Reprioritising a Task List
- Monitoring Execution of Tasks / Reporting Completed Tasks
- Sample Templates

### Understanding the Dynamics of Stress

- Signs & Symptoms of Stress Overload
- Causes of Stress
- Improving your Ability to handle Stress
- Types of Stress
- Positive Stress (Eustress)
- Negative Stressors / Personal Stressors
- The Demographics of Society
- Environmental Stressors
- Negative Management Style
- Stress Assessment
- Reactions to Negative and Positive Stress
- Impact of Positive & Negative Stress on Health
- Impact of Positive Stress on Health
- The Impact of Positive & Negative Stress on Work Performance
- Strategies to Manage Stress / Causes & Symptoms
- Cognitive Appraisal
- Stress Management Strategies
- Make the Time for Run & Relaxation
- Designing a Stress Management Plan

Name of Course	Description	No of Days	MS Teams	Cost per Delegate	Delegate: Your Premises	Cost per Delegate at Sankin
Time and Stress Management	Tools and techniques which offer solutions to master productivity	2		2400	2600	2800