

Managing Time and Stress

For those wanting to better manage their time and their stress levels | 1 day

Participants will be better able to manage their time and handle stress in their work and personal lives. They will be able to do this by better prioritising and completing work in terms of importance/urgency, and by developing skills in areas that impact on their stress levels.

Objectives

On completion of the training, participants will be able to:

- prioritise and complete work in terms of its importance and urgency
- minimise crisis management through effective forward planning
- if managers, assist team members to better manage their time
- know the areas in which they can improve their management of time
- identify the key stressors in their work and personal lives, and how they typically deal with those stressors
- lessen the degree of negative self-talk and irrational beliefs that are affecting their stress levels
- implement strategies that will help them to deal more effectively with the key stressors in their work and personal lives

Additional Comments

Present day work pressures mean that most of us now have to work both harder and smarter. The problem with heavy workloads is that they can dramatically increase our stress levels. We then become less effective at problem solving, making decisions, and generally managing our time.

This can become a vicious cycle - increased time pressures create increased stress levels, result in poorer use of time, and thereby lead to higher stress levels. This workshop will highlight the time and stress management practices that can make all the difference.

Comments by Participants

- This was an effective and rewarding experience
- Well worth the time
- Came away with achievable goals that aren't too scary to deal with
- The relaxation at the end!!! The affirmations - I'm getting one!
- Great - very interesting
- Great to talk to others about this type of stuff
- Presentation was very good, interesting
- Great presentation
- Presentation was excellent
- Simply and well presented
- Recommend
- The relaxation exercise was a great positive
- Interesting topic, could talk for ages. Facilitator great.
- Very helpful - feel better already. Definitely recommending to others.