

Time and Stress Management

Course Summary

Description

More and more people are encountering stress, overwork, and the pressure of time constraints in their lives. Some stress is actually good for you because it inspires you to meet life's challenges. But too much ongoing stress causes an almost continuous activation of your body's stress-response system. The resulting overexposure to cortisol and other stress hormones can disrupt most bodily processes, increasing your risk of obesity, insomnia, digestive problems, heart disease, depression, memory impairment, and physical illnesses. This workshop will provide practical tips and techniques to help you achieve better results and health at work and in your personal life through the effective management of stress.

Objectives

At the end of this course, students will be able to:

- Understand the root causes of stress in the workplace or at home
- Recognize the signs and symptoms
- Develop strategies to better manage stress
- Improve the physical and mental health

Topics

- Stress definition
- Stressors
- Pro stress Personalities
- Dealing with workplace stress
- Saying No without feeling guilty
- Personal action plan

Audience

This course is designed for management staff and employees at all levels will benefit from this workshop, and specially people who have to handle difficult situations.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

- I. Stress definition**
 - A. Acute stress VS. Chronic stress
 - B. Positive VS. Negative stress
 - C. Myths concerning stress management

- II. Stressors**
 - A. Causes
 - B. Obstacles and time wasters
 - C. Symptoms
 - D. Consequences
 - E. Typical responses
 - F. Tools, techniques and strategies to deal with stressors
 - G. Techniques to eliminate procrastination

- III. Pro stress Personalities types**

- IV. Dealing with workplace stress**
 - A. Difference between work pressure and work stress
 - B. Crisis situations
 - C. Roles
 - D. Relationships
 - E. Workload
 - F. Impact on the personal life

- V. Saying No without feeling guilty**
 - A. Personal Action Plan