

Effective Time and Stress Management Skills

Course Summary

Description

Everyone must learn to manage time constraints and workplace demands, and balance stress to maximize their effectiveness. This workshop will introduce you to practical tips and life hacks that can lead to increased productivity both on and off the job, and help you achieve better results, both at work and in your personal life. Participants are encouraged to develop a personal time and stress management plan they can implement at the conclusion of the class.

Objectives

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

- Apply the basic principles and concepts of effective time and stress management
- Identify key behaviors and practices of successful time and stress management
- Plan proactively instead of reactively – planning to stay in control, manage stress and get ahead of the game
- Develop personal scheduling strategies to improve effectiveness and better manage stress
- Implement personal strategies to better manage stress including nutrition, exercise and mindfulness tips

Topics

- Introduction to the Course
- Time and Stress Management Foundation Practices
- Planning Your Time – Reducing Your Stress
- Prioritizing & Organizing Your Work
- Strategies and Tactics to Manage Stress

Audience

This course is designed for anyone who wants to improve their time and stress management skills.

Prerequisites

None

Duration

One day

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Course Outline

I. Introduction to the Course

- A. Participants are introduced to the topic and discuss the importance, and benefit to themselves, of being able to better manage their time and ability to balance their workload.
- B. Participants also receive an introduction to what will be covered in the course and information about how the course will be run. Participants describe their purpose for participating and their goals for attending the course.

II. Time and Stress Management Foundation Practices

- A. Lecture and interactive discussion to discuss the foundation practices and behaviors essential to successful time and stress management, including applying the golden time-management rule: "Handle it once."

III. Planning Your Time – Reducing Your Stress

- A. Lecture, discussion and about how to plan your day/week/month, including tips and techniques to increase planning effectiveness to help you manage stress. Includes:
 - 1. Time blocking techniques
 - 2. Estimating how much time is required
 - 3. Importance of setting daily and weekly goals
 - 4. Logging and tracking your time – using the past to inform the future

IV. Prioritizing & Organizing Your Work

- A. Lecture and discussion about how to prioritize, balance, and manage your workload to maximize your effectiveness. Items covered in the discussion include:
 - 1. Distinguishing important from urgent – prioritizing your most important tasks
 - 2. Finding the best time of day for you

V. Strategies and Tactics to Manage Stress

- A. Lecture and discussion about how stress affects the body and how to better manage stress by focusing on what we can control versus can't control. Includes discussion on:
 - 1. Nutrition and stress management
 - 2. Exercise and stress management
 - 3. Mindfulness and stress management with a focus to developing an individual time and stress management plan
- B. Concludes with some relaxing mindfulness exercises to implement