

Self, Stress & Time Management

Who should attend?

All managers and supervisors who wish to improve their management of time, and those whose effective use of time is a critical factor affecting performance.

Objectives:

By the end of the program, participants will be able to:

- Define time and its components.
- Identify and manage time wasters.
- Set goals and objectives and prioritize accordingly.
- Apply one or more of the 7 habits of highly effective people.
- Define what stress is, how it is caused and how the body responds to stress.
- Discuss what happens when stress is out of control.
- Analyze the causes of stress accurately and plan to control them.
- Suggest various ways and techniques to lower stress levels

Course Outline

Definition of Time Management

- Value of Time as a Resource
- Myths about Time Management

Identifying and Managing Time Wasters

- Self-Imposed Time Wasters
- System-Imposed Time Wasters
- Managing Time Wasters: Planning, Organizing, Staffing, Directing, Controlling, Communication and Decision-Making
- Eliminating Bad Habits
- The Attitude Pyramid

Stress Signals

- Physical
- Cognitive (Mental)
- Behavioral
- Emotional

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- Acute and Chronic Stress

Managing Stress

- Time Management
- Physical Exercise: Physiological Effects of Exercise, Muscle Relaxation, Breathing Techniques, Visual Imagery, Sleep and Music
- Healthy Diet
- Relaxation and Training

Introduction to Stress

- What Is Stress?
- Facts About Stress
- How Do You Know When You Are Stressed?

Environmental Stress

- Environmental Stressors
- Chemical and Nutritional Stressors
- Life Style and Job Stress
- Stress and Burnout

Setting Goals and Priorities

- Difference between a Goal and an Objective
- Setting Goals Effectively
- Developing the Habit of a To Do List
- The Self Management Matrix
- Setting Priorities

The Seven Habits of Highly Effective People (by Stephen Covey)

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand then to be Understood
- Synergize
- Sharpen the Saw

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