



Time & Stress Management Training Seminar

Who Should Attend

The target audience for this training seminar is managers, supervisors, administrative staff, sales and customer service persons, and any employee who works in a dynamic environment performing multiple tasks and could benefit from assistance with managing their time and stress in the workplace.

Objectives:

At the end of this training seminar, participants will be able to:

- Establish goals and work efficiently towards achieving them
- Identify and address time-wasting activities/ tasks
- Efficiently use prioritization techniques
- Overcome the habit of indecision and procrastination
- Develop better concentration techniques and efficiency
- Manipulate technology to aid in time management
- Recognize common causes of stress in the workplace
- Identify and classify the basic symptoms of stress
- Distinguish the various types of stressors (+ve stress and –ve stress) in the workplace
- Ascertain individual level of family/personal and work-related stress
- Address unintentional contribution to their own levels of stress in the workplace
- Identify and address aspects of personal and professional lifestyles that affects your emotional balance and well-being

Content:

- Recognizing types of time-wasters
- Goal definition; establishing priorities
- Schedule design to allow for improved productivity
- Addressing personal distractions and interruptions
- Manipulating technology to your productivity advantage
- Establishing efficient strategies to manage office & personal e-mail

- Establishing boundaries and creating personal balance
- Prioritizing techniques – balancing work and personal lifestyles
- Establishing a unique line for graciously saying “no”
- Determine your personal strengths and mastery and its effect on your work life
- Recognize various feelings in the past, present and future
- What is your emotional debt – identify ways to settle it
- Study and evaluate situations so that your emotions do not negatively affect the intended outcome
- Understand thoughts, feelings and behaviors associated with stressful situations
- Behavioral patterns connected to stressful activities or places
- Mirror listening - use your own feelings and reactions to understand others
- The ‘WHY’ factor – why do people feel a certain way (the root causes)
- Assertiveness – a key element in being proactive and responding well to others
- Create assertive messages using the XYZ technique
- Recognize old rituals that may be creating stress in your life currently (work & home)
- Categorize rituals according to main objectives
- Establish new well thought out rituals that will improve your success level at daily tasks (home & work)
- Design an action plan that will help you test your new ability to balance your life at work and home.