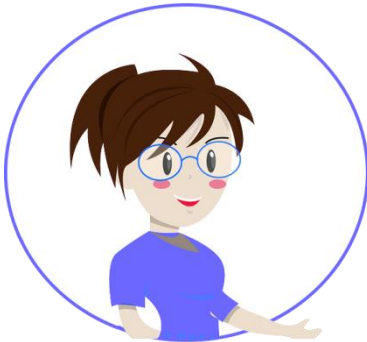


# Stress and Time Management

## **Aim**

To assist all employees in their use and distribution of time as a valuable tool in the workplace.

## **What Others Had to Say About this Course...**



*The trainer was a big help - she knew exactly what she was doing, and I really learned a lot. ~ Samantha*

## **Who Should Attend this Course?**

This course will benefit all staff.

## **Outcome**

At the end of this workshop, the learner will be able to approach the reorganisation of their day with confidence and purpose.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
15234	5	4	<b>Apply efficient time management to the work of a department/division/section</b>

**Duration: 1-Day**

## Content

Why you Want More Time?	<ul style="list-style-type: none"> <li>• Being more productive impacts on you and your organisation</li> <li>• Benefits of addressing stress and time management</li> </ul>
Challenging Your Own Mindset and recognising obstacles	<ul style="list-style-type: none"> <li>• What keeps us where we are?</li> <li>• The five areas of the obstacles of success</li> </ul>
Overcoming Barriers to Tasks	<ul style="list-style-type: none"> <li>• What barriers do we set ourselves?</li> <li>• Correlation between stress, ownership and time management with illustrative exercises</li> </ul>
Link Your Wish List with Personal Goals	<ul style="list-style-type: none"> <li>• Goal setting made real</li> <li>• Theoretical and practical approach to goal setting</li> </ul>
Identify How You Spend Your Time	<ul style="list-style-type: none"> <li>• Gaining a realistic understanding of where our time is currently allocated</li> </ul>
Identify Simple Time Wasters / Week	<ul style="list-style-type: none"> <li>• Practical analysis</li> </ul>
Identify the Role of Time Thieves	<ul style="list-style-type: none"> <li>• Which of these time thieves take your time?</li> <li>• How can you address the problem?</li> <li>• Taking charge over the tools at our disposal instead of being their slave</li> </ul>
Identify Areas of Synergy	<ul style="list-style-type: none"> <li>• Practical analysis around multitasking</li> </ul>
Urgent and Important	<ul style="list-style-type: none"> <li>• The difference between urgent and important</li> <li>• Understand the importance of prioritising</li> <li>• Plan your actions around achieving your goals</li> </ul>
How to Use the Time Matrix Effectively	<ul style="list-style-type: none"> <li>• Practical exercise on prioritizing</li> </ul>
De-Stressing at Work	<ul style="list-style-type: none"> <li>• Understanding your stressors and taking action by being proactive</li> </ul>
Identify Paths of Completion	<ul style="list-style-type: none"> <li>• How to effectively complete timelines</li> </ul>
A Simple Project Management Approach	<ul style="list-style-type: none"> <li>• A clear and practical exercise in project management</li> <li>• Being assertive and clear when involving others</li> </ul>
Additional Tips	<ul style="list-style-type: none"> <li>• Relevant ideas easily implemented</li> </ul>