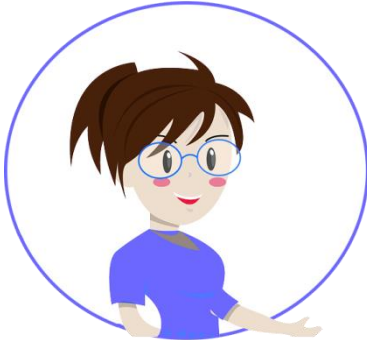


Power Session: Stress and Time Management

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 session, the learner will have some additional and practical tools to manage stress and time.

Duration: 2-Hours

Content

Identifying stress and stressors	<ul style="list-style-type: none">• Identifying overload and where it stems from• Refocussing – what it takes
Challenging Your Own Mindset and recognising obstacles	<ul style="list-style-type: none">• What keeps us where we are?• Our common obstacles to success
Identify How You Spend Your Time	<ul style="list-style-type: none">• Gaining a realistic understanding of where our time is currently allocated• Identifying our time thieves through a reflective diary method
Understanding the Power of NO	<ul style="list-style-type: none">• The magical question to ask yourself• Tips to help the behaviour change
Urgent and Important Time Matrix	<ul style="list-style-type: none">• The difference between urgent and important• Understand the importance of prioritising• Plan your actions around achieving your goals
Managing Stress	<ul style="list-style-type: none">• Simple and quick exercises for destressing• Understanding that Less is More