# Time & Stress Management for Managers

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UK Traininig
PARTNER



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## Introduction

In the fast-paced world of life and business, it is becoming increasingly important to reduce stress and operate with heightened sensory awareness. Most people deny that they are stressed or influenced by internal or external factors. However, the most important resource you have is not money or material things - it is TIME. You cannot save time, you cannot stop it, and it will eventually run out. So, why not learn how to use it effectively? As the cost of stress to employers continues to rise, organizations must recognize stress in their employees and train management to address it productively. Recent surveys show that 1 in 5 people report their work to be very or extremely stressful, citing the nature of the work, relationships at work, or their employer as the cause.

## Course Objectives

- Actively identify and reduce stress in yourself and others.
- Develop strategies for managing your most valuable resource—TIME.
- Take control of your state of mind and boost productivity.
- Maximize performance and motivation at work.
- Improve overall health and happiness.
- Achieve positive economic impacts on both individual and team performance.

## Course Outlines

### Day 1: Managing Yourself

- Investing time and effort to achieve more in the future.
- Time management behaviors: Identifying your preferred working styles.
- Personal effectiveness: A guide to self-discipline.
- Highlighting personal “time stealers” and areas of weakness.
- Managing your job: Managing yourself and available resources.

### Day 2: Managing Others & Meetings



- Managing people: Working with managers, colleagues, team members, and customers.
- Getting more done through assertive behavior.
- Making the most of meetings as a participant or chairperson.
- Practical Time Management & Planning Activities:
    - Effective use of diaries, time planners, and time logs.
    - Criteria for prioritizing—urgent vs. important tasks.
    - Planning and scheduling your activities effectively.
    - Managing interruptions and staying focused.
    - Managing time under pressure.
    - Develop a proactive approach for short, medium, and long-term plans.

## Day 3: Effective Delegation

- Rules for effective delegation: Overcoming personal preferences and biases.
- Using delegation as a tool to coordinate team workload.
- Freeing up your time through delegation.
- Developing staff through effective delegation.
- Managing pressure in the workplace: Transitioning from reactive to proactive behavior.

## Day 4: Understanding Stress and Its Causes

- Recognizing different stress and behavioral patterns.
- Learning behavior types: passive, aggressive, passive-aggressive, and assertive.
- How conscious and subconscious thinking affects behavior.
- Developing self-assertiveness to achieve greater control over stress.
- Improving communication skills to manage aggression, stress, and conflict with others.

## Day 5: Handling Stress Positively, A Positive Mindset

- Stress-handling strategies for you and your team.
- Maintaining an effective work-life balance.
- Changing your mindset: Seeing the positive side of workplace change.
- Motivating yourself and others under pressure.
- Developing a preventative approach rather than a remedial one to team problems.
- How mind focus techniques can turn negativity into positive action.



## Why Attend This Course: Wins & Losses!

- Proactive Stress Management: Learn effective strategies for managing stress that will bring about positive changes both personally and professionally.
- Time Management and Prioritization: Learn how to manage your time effectively by setting SMART goals for stress management and reducing anxiety while meeting deadlines.
- Stress Management for a Positive Change: Learn problem-solving techniques for stress management and how they will lead to better results both for you and your team.
- Effective Communication: Enhance your communication skills to manage stress, resolve conflicts, and build stronger relationships with colleagues.
- A Positive Economic Impact: Understand how managing stress and improving time management can lead to better individual and team performance, making a positive economic impact on the organization.
- Work-Life Balance: Discover strategies for maintaining a healthy work-life balance, reducing stress, and boosting overall well-being.
- Prevention Over Cure: Learn to focus on preventative strategies for stress management, ultimately making you and your team more productive and less reactive to pressure.

## Conclusion

This course is designed to provide you with the tools and strategies you need to manage stress effectively, leading to better work performance and improved overall health. Whether you're looking to enhance your stress management techniques, improve time management, or develop a positive mindset, this course will guide you through the process of managing stress with SMART goals and practical exercises.

**Sign up now and start creating positive changes that will benefit you, your team, and your organization. Stress management is not just a skill; it's an essential element for long-term success in both personal and professional life.**

