

## Time & Stress Management

*Accra (Ghana)*

*24 - 28 February 2025*

UK Training

# PARTNER



## Time & Stress Management

Code: PS28 From: 24 - 28 February 2025 City: Accra (Ghana) Fees: 3700 Pound

### Introduction

**Time management** is a way to find the **time** for all the things you want and need to do. It helps you decide which things are urgent and which can wait. Learning how to **manage** your **time**, activities, and commitments can be hard. But doing so can make your life easier, less stressful, and more meaningful.

The aim of this course is to help participants become more efficient and effective in managing their life. Participants in this interactive course will explore various time management skills and stress management techniques to get better control and have a more positive impact on their life at the professional and social levels.

### Course Objectives of Time & Stress Management

- Identify time management challenges and assess their efficiency in managing their time
- Explain the Time Mastery Profile® components and their use in better managing their time
- Apply global personal effectiveness guides in order to improve their chances of success at work and in life
- Analyze stress symptoms and their causes in order to identify their negative impact on the mind and body
- Implement stress management techniques in order to alleviate stress and lead a healthier and better life

### Time & Stress Management Course Outlines

#### Day 1

##### Time management challenges and assessment

- Definition of time management
- Time management challenges
- Modern time management
- Major time wasters
  - Self-imposed time wasters
  - System-imposed wasters
- Time management assessment

#### Day 2

##### Time Mastery Profile® components

- Adopting the right attitude
- Setting smart goals

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training  
**PARTNER**

- Setting top priorities
- Conducting a rigorous analysis
- Preparing a successful plan
- Preparing a detailed schedule
- Avoiding continuous interruptions
- Planning efficient meetings
- Handling written communications
- Mastering the delegation process
- Avoiding the harm of procrastination
- Improving the use of team time

### Day 3

#### Global guides on personal effectiveness

- Practices of Successful People
- The Practices explained
- The circle of concern and circle of influence exercise
  - Mindset: the new psychology of success
    - Learning to fulfill our potential
    - The mindset exercise
  - The one thing
    - The one thing rules: the first set
    - The one thing rules: the second set
  - The 10 natural laws of successful time and life management
    - Part 1: managing your time
    - Part 2: managing your life
  - Getting things done
    - Getting things done: simplified
    - Getting things done: the cycle

### Day 4

#### Stress symptoms and causes

- Definition of stress
- Myths about stress
- Stress symptoms
- Categories of stress symptoms
- Causes of stress
- Your personal stress test
- Your current coping strategies

### Day 5

#### Stress management techniques

- Ways to deal with stress
- Emergency stress stoppers
- Other factors that reduce stress

UK Training  
**PARTNER**



- Exercise and diet
- Support network, attitude, and outlook
- Emotional control and sleep

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe



Zurich (Switzerland )



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland )



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)  
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Thailand)



Beijing (China)



Moscow (Russia )  
(Malaysia)



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)

UK Training  
**PARTNER**



## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Refinement

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [training@blackbird-training.com](mailto:training@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

