BLACKBIRD FOR TRAINING

Time & Stress Management

22 – 26 February 2027
Accra (Ghana)



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Introduction

Time management is not just about managing your schedule, it's about finding the time for all the things you want and need to do. It helps you decide which tasks are urgent and which can wait. Learning how to improve time management, handle your activities, and meet your commitments can be challenging, but it is essential for reducing stress and making your life more meaningful and productive. By mastering time and stress management, you can enhance your professional and personal life.

This course is designed to help you manage your time more efficiently and effectively. Through interactive exercises, participants will explore various time management techniques, stress management strategies, and practical approaches to improve their productivity at work and in daily life. By the end of the course, you'll be equipped with tools to handle the pressures of modern life, prioritize tasks, and take control of your time for better success and well-being.

Course Objectives

- Identify time management challenges and assess your efficiency in managing time.
- Understand the meaning of time management and explain the components of the Time Mastery Profile® for better time management.
- Apply proven techniques for time management to improve your effectiveness in both your personal and professional life.
- Analyze stress symptoms, their causes, and their negative impact on the body and mind.
- Implement effective stress management techniques to reduce stress and live a healthier, more fulfilling life.
- Learn how to use efficient time management techniques to enhance your productivity and time quality.



Course Outlines

Day 1: Time Management Challenges and Assessment

- Definition of time management: Understanding what time management means and why it is crucial.
- Identifying time management challenges and assessing your current time management skills.
- Modern time management practices.
- Recognizing major time wasters, including self-imposed time wasters and system-imposed wasters.
- Time management self-assessment: How effectively are you managing your time?

Day 2: Time Mastery Profile® Components

- Adopting the right attitude toward time management.
- Setting SMART goals and establishing top priorities.
- Conducting a rigorous analysis of your time management habits.
- Preparing a successful plan and detailed schedule for better time use.
- Avoiding continuous interruptions and improving meeting efficiency.
- Mastering the delegation process to optimize team productivity.
- Overcoming procrastination and improving team time management.

Day 3: Global Guides on Personal Effectiveness

- Practices of successful people: Understanding the habits that lead to better time management.
- Applying time and management skills to improve your overall effectiveness.
- The circle of concern and circle of influence exercise to help you focus on what matters.
- The importance of mindset: The new psychology of success and learning to fulfill your potential.
- Using The One Thing rule for simplified time and life management.
- Understanding the 10 natural laws of successful time and life management.

Day 4: Stress Symptoms and Causes

- Definition of stress: Understanding what stress is and why it's crucial to manage it.
- Debunking myths about stress and learning to recognize its symptoms.
- Categorizing stress symptoms and identifying their causes.
- Taking your personal stress test to assess your current stress levels.
- Reviewing current coping strategies and evaluating their effectiveness.

Day 5: Stress Management Techniques

- Effective stress management strategies to cope with stress at work and in life.
- Using emergency stress stoppers for quick relief.
- Recognizing other factors that reduce stress, including exercise, diet, and a strong support network.
- Learning to control emotions and improve your sleep for better stress management.



Why Attend This Course: Wins & Losses!

- Mastering time management techniques will enable you to optimize every hour of your day, reducing unnecessary stress and increasing productivity. You will also learn how to improve time management with time quality management strategies to get the most out of your time.
- By identifying and overcoming time wasters, you will implement efficient time management techniques that will allow you to prioritize tasks, avoid distractions, and set SMART goals that directly impact your career and life success.
- You will learn how to manage stress for a positive change. Managing stress is not just about coping but improving your approach to challenges through proactive strategies.
- Through comprehensive stress management training, you will learn how to integrate stress management techniques into your daily routine, leading to improved mental clarity, better health, and more meaningful relationships.
- Whether you're a manager, team leader, or employee, understanding how to manage time and stress effectively is vital for better professional performance and personal well-being.

Conclusion

Effective time management is one of the most important skills you can develop for success in both personal and professional life. By enrolling in this Time & Stress Management course, you will gain essential time management techniques, learn how to handle stress effectively, and improve your overall productivity and happiness. Whether you're looking to improve your work-life balance or become more efficient in managing your day-to-day responsibilities, this course will provide you with the tools you need to succeed.

