

## Time & Stress Management

*Cape Town (South Africa) - Cape Town Marriott Hotel Crystal Towers*

*3 - 7 June 2024*

UK Training

# PARTNER



## Time & Stress Management

code: PS28 From: 3 - 7 June 2024 Venue: Cape Town (South Africa) - Cape Town Marriott Hotel Crystal Towers 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 (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER'.



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

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Head Office: +44 7480 775 526 | 0 7401 177 335  
Email: [training@blackbird-training.com](mailto:training@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)





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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)

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Head Office: +44 7480 775 526 | 0 7401 177 335  
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Website: [www.blackbird-training.com](http://www.blackbird-training.com)

