

## Time & Stress Management

*Washington (USA)*

*31 May - 4 June 2026*

UK Training

# PARTNER



## Time & Stress Management

Code: PS28 From: 31 May - 4 June 2026 City: Washington (USA) Fees: 4700 Pound

### 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.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training  
**PARTNER**

- 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**



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.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned 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**

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



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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 Elevation

### Technical Courses

Artificial Intelligence (AI)  
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

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

