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FOR TRAINING

Time & Stress Management

Barcelona (Spain)

9 - 13 September 2024

UK Traininig
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Time & Stress Management

Code: PS28 From: 9 - 13 September 2024 City: Barcelona (Spain) Fees: 4400 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 lives. 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.
- Setting top priorities.
- Conducting a rigorous analysis.
- Preparing a successful plan.
- Preparing a detailed schedule.

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

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