RiseUp Solutions

COURSE OUTLINE

Effective Time and Stress Management at Workplace

OVERVIEW

Many people say they never have enough time, but poor planning and unclear goals quietly eat away at the day. Stress is now part of almost every manager's job, and much of it comes from tight deadlines. This workshop helps participants uncover what is causing their time pressure and stress, and gives them practical ways to deal with both.

WHO IT'S FOR
Managers, supervisors, executives and anyone who wants to manage their time and stress better.

DURATION
2 days

DELIVERY
In-house · Public

OBJECTIVES

- Understand the principles of time management in practice
- Use proper techniques to manage time and stress and prioritise work
- Stay focused on the highest priorities
- Meet deadlines with high-quality work
- Manage and overcome procrastination
- Handle work and personal interruptions
- Cut wasted time
- Improve productivity and efficiency, and lift the organisation's overall service level

MODULES

1. Introduction to Time Management

- Time as a resource
- Common misconceptions
- Signs of inefficient time management

2. Causes of Poor Time Management

- Three elements of poor time management
- Finding the root cause
- Activity: the four elements of time-log analysis

3. Principles of Personal Management

- Important vs urgent
- The time management matrix
- Activity: placing your activities in the matrix

4. Focus on Accomplishment, Not Activities

- Recognising the most effective quadrant
- Urgent/not urgent vs important/not important
- Activity: plans to move into the effective quadrant
- The 80/20 Pareto rule

5. Focus on the Highest Priorities

- SWOT analysis
- SMART goals: specific, measurable, achievable, realistic, time-bound
- Choosing your one SMART goal

6. Tips for Handling Time Wasters

- Phone interruptions
- Uninvited visitors and meetings
- Paperwork
- Indecision
- Email

7. Overcome Procrastination

- What procrastination is
- Its root causes
- Steps and secrets to prevent it

8. Find the Root of Stress

- Where stress comes from
- Three categories of stress
- Positive vs negative stress
- Common sources of stress at work and at home
- Tracing your sources of stress
- Recognising your own stress reactions

9. The Art and Skill of Managing Stress

- Communicating well for better productivity
- Dealing with interruptions
- Setting long-range goals and daily priorities with deadlines
- Saying 'no' tactfully

10. Handling Different Personalities to Reduce Stress

- Identifying hidden self-image and strengths
- The most effective inter- and intra-personal styles
- Managing differences
- Coping with emotions by personality type: Gen X and Y, men and women

11. Dealing with Negative Emotions and Healing Stress

- Emotions are a valuable resource: 'what you think is what you get'
- Recognising and assessing your emotions
- Five common negative emotions at work
- Strategies to overcome negative emotions and situations
- Techniques for healing stress and thinking positively
- Breathing and relaxation, emotional healing, self-motivation

HRD Corp claimability confirmed in your proposal

hello@3riseupsolutions.com · WhatsApp 017-899 7575 · www.3riseupsolutions.com