Effective Time and Stress Management at the Workplace

Overview
Do you realise that we are constantly faced with challenges of dealing with incoming “stuff” such as emails, calls, messages and difficulty of having to say “no” while our thoughts having to handle too many tasks at the same time? At work, do we really respond to these stuff in an effective and efficient way? If not, then it will require techniques and skills in making better choices and decisions within the available time.

In our jobs, we also experience work-related stress due to lack of time. Too much pressure over a sustained period can however lead to a negative stressful situation. We should realise that stress is an “invisible disease” and can affect us, our colleagues, our employer and those closest to us.

Key Takeaways
Upon completion of this workshop, participants will be able to;

• Develop time management habits, question your time management and be a master time manager
• Use Time Management Matrix to manage urgent and important tasks
• Identify Time Wasters and handle it
• Utilise unexpected free time and create time
• Get any task done on time
• Deal with indecisiveness or make quick decisions and get things done
• Overcome procrastination and perfectionist habits.
• Plan and Set time objectives
• Differentiate types of stress and stressors
• Recognise the sources and signs stress
• Take steps in handling stress
• Use techniques to manage stress at workplace

Who Should Attend
Executives, Managers, Supervisors, Team Leaders, Frontline and Support Staff from cross cutting industries

Curriculum
• Effective Time Management
• What is Time Management
• Seven Essentials of Good Time Management Habits
• Self-Assessment: Detecting Your Time Robbers
• Time Management Matrix/ Urgent Vs Important Task
• A-B-C Principle
• 80/20 Rule
• Busy Vs Productive Work
  • Five Steps to complete any task – Getting it done
  • Five Ways to deal with indecision or delay
  • Four Techniques to make quick decisions
• Taking Advantage of Unexpected Free Time
  • Handling Time Wasters
  • Two biggest Time Robbers and how to handle them
  • Saying "No" positively
• Four degrees of delegation level
• Time Creation
• Setting Time Objectives and Planning
• 10/90 Rule
• Ten Time Management Questions
• Ten Master Time Manager
• Individual Exercise
• Effective Stress Management
  • Two Types of Stressors
  • Three Types of Stress
  • Group Activity
  • Self-Assessment: Assessing Your Current Level of Stress
• Ten Top Sources of Stress in the workplace
• Recognising four signs and symptoms of stress
• Individual Exercise
• Group Activity
• Four Essential steps in handling stress
• Twenty-seven Ways to manage stress in the workplace
• Self-Reflection

Methodology
• Two Self-Assessment Exercises
  • (Detecting Your Time Robbers and Your Current Stress Level )
• Interactive session with Group Discussions and Presentations

Trainer's Profile
Francis Claudius has more 25 years of training experience. His training working experience comes from a Learning
& Organization Department in large organization. He was a professional trainer facilitator and an in-house training consultant. Currently, he is an Associate Trainer and Assessor for the Employability Skills(ES), Work Skills Qualifications (WSQ) Training Programme and Executive Development & Growth for Excellence (EDGE) He is also an Associate Lecturer teaching the Training & Development Module for Diploma Students, Human Resource Development Module and Change Management Module for Advanced Diploma Students.

As trainer and facilitator, he has an interest for human development to excel in their work or personal life as well. He strives to conduct his training in a lively manner with enthusiasm, passion and dedication. He conducts training programmes in an interactive style by engaging participants to contribute ideas and their experiences too so as to add value for benefit of all participants.