

Managing4Success: Time and Stress Management



Organize your time and accomplish more with less stress

What You Will Learn

- Learn how to use a process to manage your time
- Develop techniques for setting and achieving goals
- Learn how to take the S.T.I.N.G. out of procrastination
- Utilize the 2-minute drill for managing email for maximum efficiency
- Participate in time discussions based on your experiences
- Learn how to effectively use technology to manage your time
- Identify strategies for dealing with daily interruptions and
- Better organize your workspace for peak efficiency
- Learn how to overcome procrastination by prioritizing tasks
- Identify your Time Style and how to work with others
- Discover your time management strengths and opportunities for improvement
- Analyze your time to ensure it is being used efficiently
- Understand how to set SMART goals
- Learn how to effectively use your time more wisely

Who Should Attend

- Professionals who want to improve their time and stress management
- Managers & Supervisors
- Individual Contributors

Course Duration

- 7 hours



Time is a limited resource. We all want a little extra time in our day. Studies show how lost time during the day can lead to lower levels of productivity, increased levels of stress and increased costs for businesses. Time and Stress Management delivers tools for improving organization, prioritizing tasks, minimizing interruptions, managing your calendar, using assertive communication, defining stress and implementing methods for dealing with stress.

Course Outline

- **Foundation of Time Management**
 - Time Destroyers
 - Benefits of Time Management
 - Dealing with Interruptions
 - Time Audit
 - Time Management Styles
- **Managing your Time**
 - Collecting Information
 - Organizing your Desk and Files
 - Organizing your Computer
 - Managing your Email
 - People To-Call List
 - Creating a To-Do List
 - Important and Urgent Tasks
 - Prioritizing your Tasks
 - Overcoming Procrastination
 - Creating SMART Goals
 - Goal Setting Process
 - Time Techniques
 - Using your Calendar
 - Heavy Workloads
- **Stress Management**
 - Stress Charting
 - Relationships
 - Communication
 - Perceptions
 - Stages of Stress
 - Realistic Expectations
 - Necessary Stress
 - Change Stressors
 - Stress Management Techniques
- **Implement to Improve**
 - Continuous Self Improvement
 - Satori Moments
 - Time and Stress Commitments
 - 21-day Habits
 - Time and Stress Resources
 - Time and Stress Tools

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