MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

TIME MANAGEMENT AND STRESS CONTROL

"Master Your Time, Reduce Stress, and Maximize Personal and Professional Productivity."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In today's fast-paced work environment, managing time effectively and controlling stress are critical skills for achieving personal and professional success. Poor time management and high stress levels can reduce productivity, increase errors, and negatively impact well-being.

The Time Management and Stress Control course is designed to equip participants with practical tools and strategies to prioritize tasks, manage time efficiently, and reduce stress. Through interactive exercises, real-world scenarios, and hands-on activities, participants will learn techniques to optimize productivity, maintain work-life balance, and enhance resilience in challenging situations.

Objectives

By the end of this course, participants will be able to:

- Understand the principles of effective time management and stress control.
- Identify time-wasting habits and implement strategies to overcome them.
- Prioritize tasks using proven planning and scheduling techniques.
- Apply stress management techniques to maintain focus and productivity.
- Develop strategies for work-life balance and personal well-being.
- Enhance decision-making, delegation, and goal-setting skills.
- Utilize tools and technology to improve efficiency.
- Build resilience and maintain motivation under pressure.

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Why Attend

Effective time management and stress control are essential for maintaining productivity, meeting deadlines, and achieving personal and professional goals. This course equips participants with actionable strategies to manage workloads efficiently, reduce stress, and maintain mental and physical well-being.

Target Audience

This course is suitable for:

- Employees and Professionals at all levels
- Supervisors, Team Leaders, and Managers
- Project Coordinators and Administrative Staff
- Entrepreneurs and Business Owners
- Anyone looking to improve productivity and reduce stress in personal and professional life

Individual Benefits

- Improved productivity and efficiency
- Enhanced ability to prioritize and manage tasks
- Better work-life balance and reduced stress levels
- Development of coping strategies for challenging situations
- Increased focus, motivation, and goal achievement
- Practical techniques for delegation, planning, and decision-making

Organizational Benefits

- Enhanced employee efficiency and performance
- Reduced workplace stress and absenteeism
- Improved teamwork and collaboration
- Increased organizational productivity and goal achievement
- Support for employee well-being and retention
- Development of a proactive, time-conscious workforce

Instructional Methodology

The training uses an interactive, practical approach:

- Instructor-led sessions with real-life examples and case studies
- Group discussions and interactive exercises
- Time management tools, templates, and technology demonstrations
- Stress reduction techniques including mindfulness and relaxation exercises
- Self-assessment and reflection activities
- Continuous feedback, Q&A, and action planning

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Course Outline

Module 1: Introduction to Time Management and Stress Control

Module 2: Identifying Time-Wasting Habits and Productivity Challenges

Module 3: Planning, Prioritization, and Scheduling Techniques

Module 4: Goal Setting and Task Management

Module 5: Delegation and Effective Decision-Making

Module 6: Understanding Stress and Its Impact on Performance

Module 7: Stress Management Techniques and Resilience Building

Module 8: Work-Life Balance Strategies

Module 9: Using Tools and Technology for Time Efficiency

Module 10: Capstone Activity – Personal Time Management and Stress Action Plan

Certification

Upon successful completion, participants will receive a Certificate in Time Management and Stress Control, acknowledging their ability to manage time effectively, reduce stress, and enhance productivity both personally and professionally.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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