

STRESS AND TIME MANAGEMENT

“Get the Most from Your Time, Energy, and Talents.”

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In the fast-paced world of work, managing time and stress effectively is essential for achieving both productivity and personal well-being. The Stress and Time Management course equips participants with practical tools and proven strategies to balance demanding workloads, reduce stress, and enhance efficiency.

Participants will learn how to prioritize tasks, set realistic goals, manage deadlines, and maintain composure under pressure. This course promotes a proactive approach to time management and helps professionals create a healthy balance between performance and personal wellness.

Objectives

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

- Identify the causes and effects of stress in the workplace.
- Apply time management principles to improve efficiency.
- Develop strategies for prioritizing and delegating tasks.
- Manage competing demands and avoid burnout.
- Cultivate resilience, focus, and positive work habits.
- Create a personal action plan for sustainable productivity

Why Attend

Effective time and stress management are critical for success in today's work environment. This course helps you take control of your schedule, minimize overwhelm, and enhance performance while maintaining mental and emotional balance.

Target Audience

- Professionals facing high workloads and tight deadlines
- Managers, team leaders, and supervisors
- Administrative and office staff
- Anyone seeking to improve productivity and reduce stress

Individual Benefits

- Gain control over time and priorities.
- Reduce workplace stress and prevent burnout.
- Improve focus, decision-making, and organization.
- Achieve better work-life balance.
- Boost overall energy, motivation, and job satisfaction.

Organizational Benefits

- Increased employee efficiency and morale.
- Reduced absenteeism and stress-related issues.
- Improved teamwork and communication.
- Higher productivity with better time utilization.
- A more resilient and engaged workforce.

Instructional Methodology

- Interactive workshops and time management exercises
- Stress-reduction activities and mindfulness practices
- Real-life case studies and problem-solving sessions
- Group discussions and time-tracking tools
- Personal development and reflection activities

Course Outline

- Module 1: Understanding Stress and Its Impact on Performance
- Module 2: Identifying Time Wasters and Setting Priorities
- Module 3: The Psychology of Productivity and Motivation
- Module 4: Tools and Techniques for Effective Time Management
- Module 5: Managing Workload, Delegation, and Deadlines
- Module 6: Stress Reduction and Relaxation Techniques
- Module 7: Building Emotional Resilience and Focus
- Module 8: Maintaining Work-Life Balance
- Module 9: Developing a Personalized Action Plan
- Module 10: Long-Term Strategies for Sustainable Success

Certification

Upon successful completion, participants will receive a Certificate in Stress and Time Management, recognizing their ability to manage time, reduce stress, and maximize productivity with balance and confidence.

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?

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