

Gerhard Visser

Time and Stress Management

Contents The Time Management skills workshop introduces a holistic approach to time management that will enable learners to be efficient workers and lead a balanced lifestyle.

This workshop will enable the delegate to:

- Reflect on personal use of time in order to plan a balanced lifestyle.
- Research aspects of a balanced lifestyle and their relationship to productivity.
- Investigate tools and techniques to manage time.
- Apply knowledge of time management to enhance own productivity and lifestyle.

Outcomes

- Activities include, but are not limited to, home, work, recreation, relaxation, social, family responsibilities, community activities and scheduled, unscheduled and wasted time.
- Support structures include mentors and networks.
- Tools include, but are not limited to, schedules, task lists, diaries, personal digital assistants, and calendars and may be electronic or paper based.
- Measurable outputs in terms of quantity, quality and time.
- An action plan should include timeframes, resources, minimum standards and mechanisms for review.
- Review should include reference to possible adjustments to goals or plans

Target Audience Anyone who wants to improve their personal effectiveness and performance by applying time and stress management techniques to deal with stressful situations at work should attend this course

Duration 2 days

Investment per learner Quotation will be provided on request