

# Stress & Time Management for Enhanced Productivity

## Training Objective:

Stress is common in the workplace today, and these tensions can carry into the other aspects of life. A key reason for this is the pressure of our competitive, success oriented age.

- ◆ **Time Management**
  - What is Time Management?
  - Time as a Commodity
  - Essential habits
  - Over and Under estimation of Time
- ◆ **Time and Stress**
  - Undue stress is no good for you or those around you
  - Important, or supposedly important?
- ◆ **What do I Find Most Stressful about My Job?**
- ◆ **Fight or Flight Response - Physical Change in the Body**
- ◆ **Identifying Sources of Stress**
  - Organisational Stressors
  - Individual stressors
  - Self Induced Stress
  - Environmental Stressors
  - Good and Bad Stress
- ◆ **Best Practice Time Management**
  - Focusing on goals to succeed
  - Learning to take control of time
- ◆ **Time Management Styles**
  - Maximizing the positive aspects of your time management style
  - How your style creates pressure
  - Using your body clock to achieve efficiency
  - The way that you work and how it impacts on others
  - Working with other people's time management styles
  - Learning to say no and not feel guilty
- ◆ **Evaluate What An Hour of Your Time is Really Worth**
  - Time audit
  - Time is money
  - Find out where your time goes
  - Time analysis
  - How do you waste your time?
  - Don't work harder, work smarter
- ◆ **Time Logs**
  - Monitoring and costing time
  - Evaluate the cost/benefit of your time to your organization
  - Evaluate the cost/benefit of your time to you personal life
- ◆ **Time Wasters**
- ◆ **How to identify time wasters**
  - Discussions
- ◆ **Managing Time for Better Effectiveness & Efficiency**
  - Prioritising Work and Tasks
  - Organising yourself
  - Getting control
- ◆ **Managing Your Work Environment**
  - Desk management
  - Delegate and motivate
  - Managing paperwork
- ◆ **Recognizing How You Manage Time**
  - Effective supervision of time
  - Managing time effectively
  - How do you waste your time?
- ◆ **Conquering Over-Commitment**
  - Recognizing inappropriate pressures on your time
  - Assessing your over-commitment
  - Techniques for making decisions quickly and accurately

This three-day course offers an insight into the corporate and private world of stress. How do we deal with it while carrying on with our daily lives and how to recognize it before it damages our health, relationships and productivity at work? The training will be intensive and highly interactive involving participation in a series of contrasting practical exercises, role plays, Thought Field Therapy cognitive behavioral restructuring, goal setting, visualization and relaxation with Neuro Linguistic Programming (NLP) to deal with stress and to enhance the productivity.

#### The course aims to:

- Identify possible causes of stress and how to deal with them
- Diagnose conditions which are symptomatic of burnout
- Identify the personality and constitutions of participants and their proneness for stress related disorders.
- Assess effects of Stress and Heart Rate Variability (HRV) for all participants
- Help develop inner strengths to negotiate a stressful situation
- Release traumas, anxiety and stress by using Thought Field Therapy “The power therapy of the 21<sup>st</sup> Century”
- Help plan strategically to avert a critical situation, and
- Introduce calming aids like visualization, meditation, Neuro Linguistic Programming, anchoring and healing sounds etc.

#### Learning Outcome

- Identifying stress
- Understand the sources of your stress
- Warning Signs - Affect of stress on work/relationships/health e.g. the brain, hair, mouth, lungs, heart etc.
- Understand your Attitude / Behaviour/Thoughts and action on subconscious & conscious level
- Crisis Management
- Assertiveness
- Setting up outcomes (what we create) and goals (what we want)
- Evaluate your life, make positive changes
- Using Anchors to change state of mind
- Relaxation, Visualisation & breathing to release stress
- Calming the mind
- Delegating
- Problem Vs Solution oriented approach
- Time Management
- Setting up the Priorities (how subconscious mind works)
- Dealing with negativity anger, poor performance of employees
- Understanding expectation & establishing ground rules
- Productivity
  1. Self motivation
  2. Motivating others & creating relaxed environment
  3. Limitations & Potentials
  4. Mind power
- Setting up Goals and Action Plan

**Benefit for the company / organisation**

- Happier workforce
- Effective communication & team work
- Reduced health care costs
- Higher creativity & maximised potential
- Decrease in sick days and absenteeism
- Resolution of problematic areas
- Reduced stress & conflict

**Benefits for Executives**

- Improved health and vitality
- Better family and work environment
- Sharper decision making ability
- Better health
- Improved stress-free communication
- Improved skills in dealing with conflicts
- Solution oriented approach towards problems
- Job and personal satisfaction

**Benefits for Employees**

- Increased performance & motivation
- Reduced stress & tension
- Greater Job satisfaction
- Enhanced productivity
- Improved stress-free communication
- Better relationships with peers and management

**At the end of the program participants will be able to:**

- Understand how to apply techniques which continue to help them along their road to professional and personal success.
- Recognize the sources of stress, fear and fatigue.
- Undertake stress management strategies.
- Understand that self-organisation and effective time management are factors which are vital for business success
- Evaluate personal time use
- Avoid adding to stress levels that lead to strain
- Focus on important matters
- How & when to delegate
- Identify time wasters
- Prioritise the tasks
- Improve time planning, priority work, meetings, administration and office efficiency
- Decrease stress through planning
- Measure their time and plan their work.



**Special offer for all participants**

- **Free Heart Rate Variability Test** worth \$500 per person to assess the impact of stress on heart will be offered to all participants
- 10 minutes **Power Stress Buster Thought Field Therapy** would be the part of the course.

**For any further information please contact us at:**

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