

TIME, STRESS MANAGEMENT AND PRIORITY SETTING

DURATION

2 Days

OVERVIEW

Many employees are feeling the time crunch and the stressful trap being caught in throughout the busy daily activities. They don't have the time to work on what they are paid to do; effectively fulfilling their tasks and responsibilities in a way that meets or exceeds managerial expectations. Management studies have suggested that front-line roles include a very wide mix of activities, most of which cannot always be controlled or even predicted. Hence the importance of those two major skills comes as a crucial requirement for front-line employees (nurses): managing one's time effectively and working efficiently under pressure while dealing with the daily stream of stress that today's business brings forth. This three-day experiential program is designed to enhance the front-liners' skills and capabilities on how to get away from any time or stress trap in order to concentrate more on developing own work related (as well as personal) goals both efficiently and effectively. With proper time management and practical stress handling techniques and strategies, one can not only decrease the toxic effects of chronic stress, but also manage to achieve the tasks and responsibilities in an outstanding way

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INTERPERSONAL & SELF DEVELOPMENT PROGRAMS

KEY MODULES

- **Time Management Facts and Myths**
 - Time as a Scarce Resource
 - How Do We Look at Time?
 - Importance of Time
 - "Time is Money" Activity
- **The Importance of Managing Time to:**
 - Employees
 - Managers
 - The organization as a whole
- **Components of Time Management**
 - Time Management as a Management Process:
 - Planning
 - Organizing
 - Leading
 - Controlling
- **Creating a Culture of Time Value**
 - The 80/ 20 Rule of time management
 - Planning with SMART objectives
 - Urgent/ Important Matrix
 - Effectiveness and Efficiency Quadrants
 - Prioritizing- The Big Rocks and Stones
- **Delegation**
 - Why managers don't delegate enough?
 - The levels of trust in your subordinates
 - What can be delegated?
 - What should not be delegated?
 - Avoid pseudo- delegation and be a leader
- **Procrastination- the Thief of Time:**
 - Why we procrastinate?
 - How to overcome the habit of procrastination
 - Eat that frog
- **Manager's Monkeys:**
 - Where do they come from?
 - What to do about them?
 - Using the telephone and voice mail effectively.
 - Are you overworked or just busy?
- **The Part of Sevens:**
 - The seven ideas to make Time last longer
 - The seven ideas to make work less time consuming
- **Effective Meetings Management:**
 - Every meeting should get a PAT
 - Meeting rules
- **Office Organization:**
 - The 5 office styles
 - The 5 S approaches for a Quality Office
- **Can You Define Stress?**
 - The 4 types of stress
 - Can stress be positive?
 - Optimal stress levels
 - The fight or flight
 - The stresses and stress carriers
- **Stages of Stress:**
 - Recognizing stress
 - Resistance
 - Exhaustion

- Signs of Stress:
 - Physical
 - Mental
 - Behavioral
 - Job-related
- Your reaction to stress
 - Type A personalities
 - Stress doesn't kill by itself
- Health hazards of chronic stress:
 - Short term effects
 - Long term effects
- Coping with Stress
- Ineffective ways
- Effective Techniques:
 - Change Your Life Style
 - Changing Your Thinking
 - Changing Your Behaviors
- Stress in the Workplace:
 - The most stressful jobs Survey
 - Measure your stress on the Stress-o-meter
 - How to decrease stress in the workplace?
- Prioritization and Goal Setting
 - The importance of prioritization
 - The Big Rock
 - Eat the Frog
- Setting SMART Goals
 - What is a SMART Goal?
 - The importance of setting SMART goals
 - The link between added value and setting goals
 - Defining Added Value
 - Translating added value into goals
 - Creating action plans
 - Execution and implementation of plans
- Finding your Prime Time
- Enforcing the Use a Daily Planner Collectively
- Individual Action Plans

LEARNING OUTCOMES

- List barriers to successful time management
- Understand the use of to-do lists and the ABC prioritization technique
- Gain self-awareness of your attitudes, behavior patterns and habits
- Develop a positive, proactive response to difficult behaviors in others
- Exhibit confidence in the ability to address challenging situations
- Enhance your skill set using proven tools, tactics and techniques
- Know effective ways to use productive stress
- Write SMART goals and explain their benefit
- Demonstrate how to say “no”
- Understand and use the Important/ Urgent Matrix
- Learn how to effectively cope with stress
- Develop an action plan for better use of time

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