



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F





Time Management and Stress Control



Why Attend

The aim of this course is to help participants become more efficient and effective in managing their life.

Participants on this interactive course will explore various time management skills and stress management techniques to get better control and have a more positive impact on their life at the professional and social levels.

Course Methodology

This course relies on dynamic interactions between consultant and participants along with the use of various diagnostic tools, practical exercises, and group activities.

Course Objectives

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

- Identify time management challenges and assess their efficiency in managing their time
- Explain the Time Mastery Profile® components and their use in better managing their time
- Apply global personal effectiveness guides in order to improve their chances of success at work and in life
- Analyze stress symptoms and their causes in order to identify their negative impact on mind and body
- Implement stress management techniques in order to alleviate stress and lead a healthier and better life



Target Audience

This course is designed for all managers, supervisors and employees who wish to improve their management of time and reduce stress levels in order to enhance their performance at work and in life in general.

Target Competencies

- Prioritizing and scheduling
- Analyzing and planning
- Setting goals and objectives
- Decision making
- Managing stress



Course Outline

- **Time management challenges and assessment**
 - Definition of time management
 - Time management challenges
 - Modern time management
 - Major time wasters
 - Self-imposed time wasters
 - System-imposed wasters
 - Time management assessment
- **Time Mastery Profile® components**
 - Adopting the right attitude
 - Setting smart goals
 - Setting top priorities
 - Conducting a rigorous analysis
 - Preparing a successful plan
 - Preparing a detailed schedule
 - Avoiding continuous interruptions
 - Planning efficient meetings
 - Handling written communications
 - Mastering the delegation process
 - Avoiding the harm of procrastination
 - Improving the use of team time
- **Global guides on personal effectiveness**
 - Practices of Successful people
 - The Practices explained
 - The circle of concern and circle of influence exercise
 - Mindset: the new psychology of success
 - Learning to fulfill our potential
 - The mindset exercise
 - The one thing
 - The one thing rules: first set
 - The one thing rules: second set
 - The 10 natural laws of successful time and life management
 - Part 1: managing your time



- Part 2: managing your life
- Getting things done
- Getting things done: simplified
- Getting things done: the cycle
- **Stress symptoms and causes**
 - Definition of stress
 - Myths about stress
 - Stress symptoms
 - Categories of stress symptoms
 - Causes of stress
 - Your personal stress test
 - Your current coping strategies
- **Stress management techniques**
 - Ways to deal with stress
 - Emergency stress stoppers
 - Other factors that reduce stress
 - Exercise and diet
 - Support network, attitude and outlook
 - Emotional control and sleep



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F

