

Time & Stress Management

 **3 +3 + 2 Hours**



Learning Objectives

- + I need to learn how to better prioritize
- + Setting boundaries is challenging and I need to learn how to do this
- + How do I build resilience to better manage stress
- + I need to effectively plan, prioritize and execute tasks



Learning Tools

- + Videos
- + Stories
- + Real life work scenarios
- + Group Exercises
- + Self Assessment
- + Infographics



Your Takeaways

- + Eliminate time waster
- + Plan & Prioritize
- + Recognize stressors
- + Build resilience

Learning Modules

- + How to recognise and rectify impediments to flow.
- + How to effectively prioritise.
- + How to build emotional resilience.
- + How to set effective boundaries.
- + How to communicate issues connected to workload, stress and commitments.
- + How to effectively plan, prioritise and execute tasks.