

Stress and Time Management

Introduction

The rise of technology and its advancements has created new stressors in the workplace, making stress management a primary strategic and operational concern for all organizations. Effective stress management skills can improve productivity and create a happy and stress-free workplace. On the other hand, time management is crucial for individuals to plan and control how they spend their day to accomplish their goals. This involves juggling time between work, home, social life, and hobbies, establishing clear goals and priorities, and monitoring where time goes. The training will address time management issues with psychological, behavioral, and technological perspectives, helping individuals develop strategies to prioritize tasks and manage their time effectively. By combining stress and time management skills, individuals can create sustainable ways to improve productivity and maintain a healthy work-life balance.

Program Objectives

This program aims to:

- Understand stressors and stress agents and to handle stressors effectively
- Expose participants to various time management techniques to boost productivity

Learning Outcomes

After completing this training, participants should be able to:

- Handle stress effectively in the workplace
- Apply stress management techniques in the workplace
- Take control of their time through the five stages of mastering workflow: collection, processing, organising, reviewing and doing.

Who should attend?

Anyone in the organisation who needs to manage stress and time optimally

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	Hidden Killer Within Us In this initial module, the participants would start to understand the fundamentals of stress, identifying stressors and understand the symptoms of stress. Most importantly, the participants would learn the impact of stress to our health.
10.30am-11.00am	Break and Networking
11.00am-1.00pm	Stress Management Techniques In this module, the participants would learn various techniques in stress management such as body inventory, body awareness, stress awareness diary and record of general tension. In addition, practical sessions on how to apply abdominal breathing, alternative breathing, chest or thoracic breathing and meditation.
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	Time Management: The Five Stages of Mastering Workflow Participants would learn five stages of mastering workflow: to collect, process, organise, review and do. Participants would be exposed to the industrial revolution (IR 4.0) - the technology to assist them in handling time management during the five stages of mastering workflow.
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Setting the Right Goal in Time Management The participants would apply the SMART principle to set meaningful and challenging goals. Besides, they would learn how to avoid common goal setting mistakes by applying golden rules of goal setting. Lastly, the participants need to plan a self-motivation plan to motivate and celebrate for themselves for success in time management as a sustainable strategy.