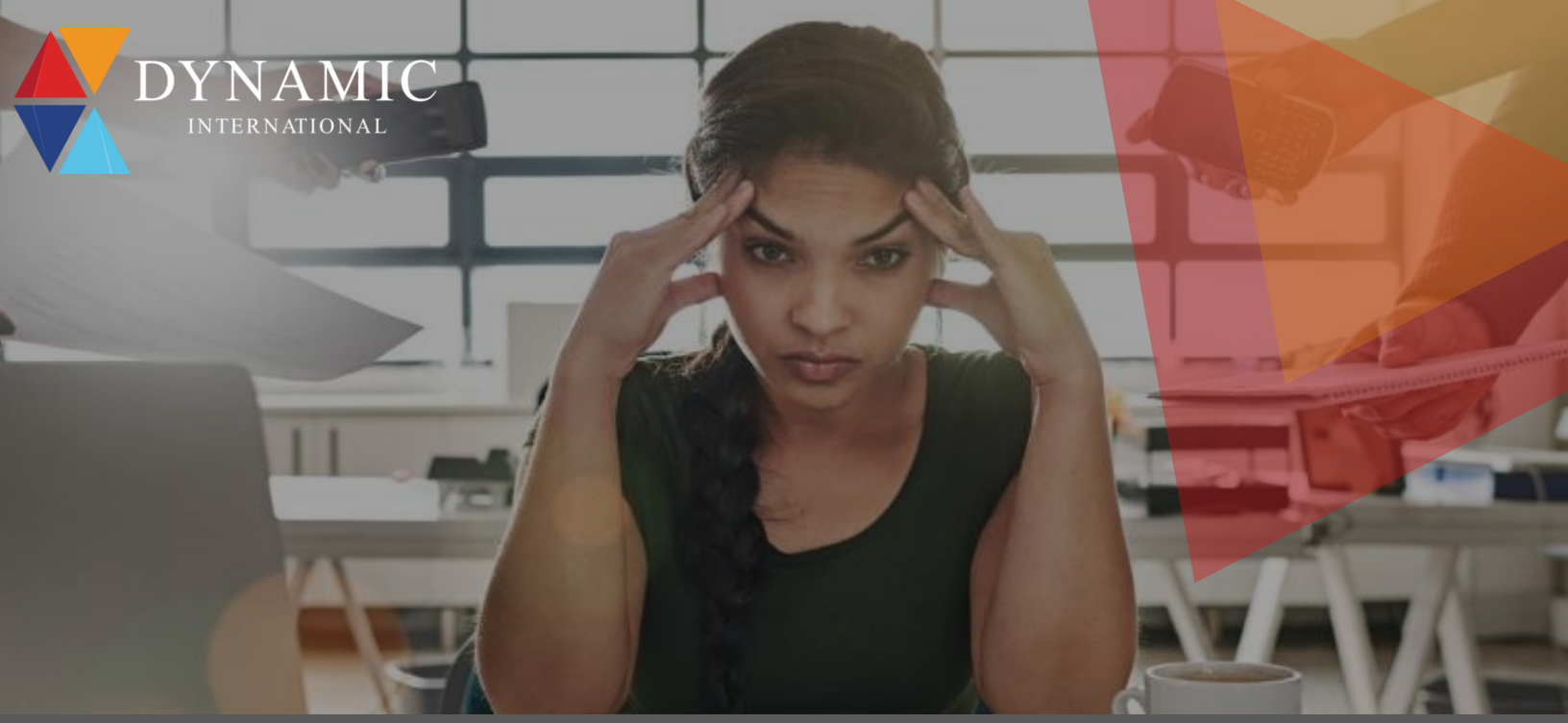
DYNAMIC
INTERNATIONAL



TIME & STRESS **MANAGEMENT**

OVERVIEW

Stress is all about either taking the initiative and act or, react and become acted upon. There is always a gap between stimulus and response and we have the freedom to choose either to get stressed out or to set clear, time framed goals that can be easily achieved . In this highly interactive workshop, people will learn to put more effort on prioritizing to achieve better results and avoid stress.

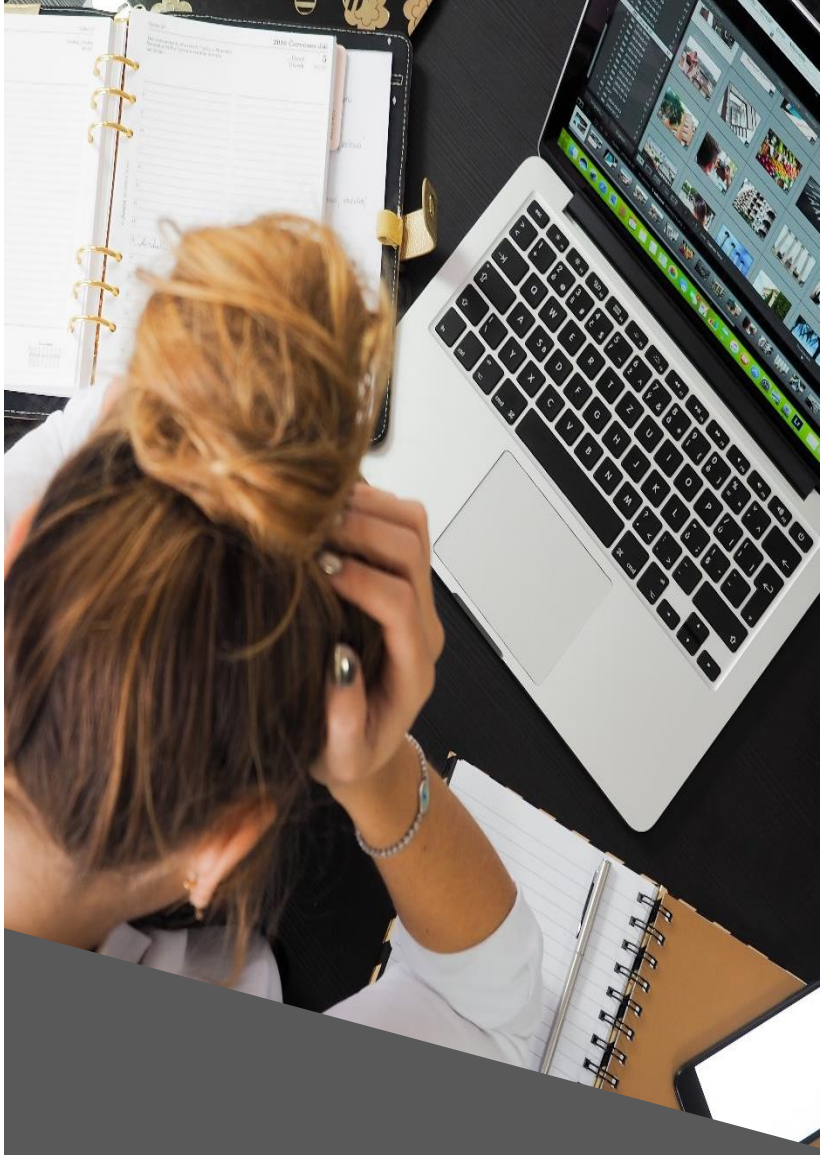
OBJECTIVES

By the end of the workshop participants should be able to:

- Understand Nature of Stress and its impact
- Know how to handle stress
- List the personal & professional goals
- Understand the Time Matrix
- Differentiate between Urgent and Important Tasks
- Mange Life effectively

OUTLINE

- What is stress
- Types of Stress
- Stress Management Components
- Recognizing Stress
- Stress Scale Assessment
- Managing Stress (Tips and Techniques)
- Signs of stress
- Stress Related Problems
- Personal and Professional goals
- My Compass
- The Time Matrix
- Urgent vs Important
- Your choice
- Time System
- Work-Life Balance
- To Do & Not To Do
- Action Planning



Duration
Two days

Tools
Video, Role Plays, Group Discussions.