Time Management

A time management course can help you learn how to:

- Organize and prioritize your time
- Increase productivity
- Reach your goals
- Plan your day in advance
- Prepare a to-do list
- Set aside a specific time for tasks
- Avoid procrastination
- Prevent tasks from encroaching on each other
- Assess how you currently use your time
- Set realistic goals
- Understand motivation

A time management course can include topics like:

- Task prioritization
- Effective planning
- Managing stress and time
- Preventing procrastination
- Addressing procrastination and distractions
- Assessing your present time utilization realities
- Delegation of responsibilities

Course Outline
Foundational Principles of Time Management.
A systematic approach to Priority Management.
Time and the appropriate Use of Time.
Stumbling blocks to time-management.
Profiling your time.
Steps of Time Management.
Keys for managing time effectively.

Stress Management

Here are some topics that may be covered in a stress management course:

- Defining stress and how it affects us
- The physiological and psychological effects of prolonged stress response
- Short and long term somatic, behavioural techniques for managing stress
- The nature of stress, determinant causes, and the physiological and psychological reactions to stress
- The difference between eustress and distress
- Frustration, conflict, and pressure
- The meaning of stressors
- Common stressors at work
- Stressors unique to age and gender
- Recognizing your stress triggers and how to manage them
- Developing proactive responses to stressful situations
- Using coping tips for managing stress both on and off the job
- Learning to manage stress through diet, sleep, and other lifestyle factors

Some stress management techniques include:
Exercise, Relaxation, Meditation, Nutrition, Time management, Goal setting.