

## Time & Stress Management

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Demands and time pressure are a constant source of stress. Most people complain about having to work day and night to “get through”.

Every player in an organisation has to set up practical, concrete methods to increase efficiency, reduce stress and improve teamwork.

### Duration

1 day

### Public

Anybody who wishes to improve his time efficiency

### Objectives

1. Rediscover the rules which govern their behaviour in the area of time management
2. Decide how, in their daily professional activities, they can better adhere to these rules and use them to improve their personal efficiency
3. Highlight some characteristics of the way their mind works
4. Find ways of improving their productivity and significantly decreasing both daily work-related stress and long-term stress

### Program

1. How to combine long-term projects and short term activities
2. How to avoid delays when working on a project
3. How to deal with interruptions
4. How and where to set priorities and stand by them
5. How to improve productivity and significantly decrease both daily work-related stress and long-term stress
6. How to work faster and more focussed
7. How to direct one's mind towards finding solutions in a productive way
8. How to keep a positive attitude in stress situations
9. How to apply these principles in meetings
10. How to manage my mailbox

## Methodology

Before taking this course, you will be asked to fill out a self-assessment form and send it back to us. This will allow us to adapt the course, in a practical way, to your situation and to the problems of your staff.

The course offers a large spectrum of tested practical tools which can be immediately applied in the workplace.

This very interactive training is completely oriented towards real situations.

The choice of the circular methodology guarantees the strongest transfer of the treated conceptual elements towards the application and use afterwards in the work environment.

