



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Self, Stress & Time Management

Duration 5 Days

Who should attend?

Anyone who needs to master the principles and practices of effective time management. From senior managers/directors to administrative and technical staff, in fact anyone who needs to find solutions to the following challenges:

- I don't always feel in control
- I need to increase my productivity
- I have to juggle a multitude of tasks
- I'm always being interrupted
- I'd love to have more time for the things I enjoy but never get the time

Course objectives

Delegates will learn skills which will improve planning, assertiveness, setting priorities, decision making, desk and paper management, and communication skills. They will have the skills to manage their priorities; manage themselves to get things done on time; be assertive with colleagues and managers and learn how to say 'no'; gain sufficient time to complete their most important tasks; effective daily planning; prioritize and schedule tasks; learn to allocate time to each task in its order of priority; deal with interruptions and make effective decisions which affect your time positively.

Course Outline

1. Time Management

- 1.1. Understanding The Importance Of Managing Our Time
- 1.2. Spending Time Versus Investing Time
- 1.3. Calculate the value of your time
- 1.4. Investigate Your Use Of Time
- 1.5. How you have spent your time in the last 7 days
- 1.6. Identify your timewasters
- 1.7. The most important question you need to answer
- 1.8. How to answer it
- 1.9. Take Time To Plan Your Time
- 1.10. How to categorize your activities and maximize your effectiveness
- 1.11. Scheduling short-term activities
- 1.12. Secondary activities
- 1.13. How to deal with time traps
- 1.14. When is the most effective time to plan?
- 1.15. How To Organize And Save Time
- 1.16. Dealing with paperwork effectively
- 1.17. Dealing with time interruptions
- 1.18. Time Management In Practice
- 1.19. How to win back your time
- 1.20. Five ways to feel better by the end of the day
- 1.21. Now You Have Control Of Your Time, What Do You Want?
- 1.22. Deciding on the real priorities for your future



2. Self-Confidence and Assertiveness

- 2.1. Self-image v Reality
- 2.2. Negative self-talk – your greatest critic
- 2.3. The power of positive thinking
- 2.4. Eradication of limiting beliefs
- 2.5. Leaving the past behind
- 2.6. Strengthening and supporting your self-image
- 2.7. Circle of excellence – being your best
- 2.8. Enhanced Performance and Communication
- 2.9. Creating a program for personal change
- 2.10. Building rapport for better relationships
- 2.11. Communicating with confidence
- 2.12. Achieving goals with ease
- 2.13. Handling difficult situations

3. Self-Development

- 3.1. Identifying long term goals
- 3.2. Making middle and long term plans
- 3.3. Managing paperwork
- 3.4. Organizing your office and your workstation
- 3.5. Managing meetings

4. Self-Development

- 4.1. What is stress?
 - 4.1.1. The difference between stress and pressure
 - 4.1.2. The stress curve
 - 4.1.3. The biology of stress
 - 4.1.4. Stress and performance improvement
 - 4.1.5. Identifying key signs and symptoms
- 4.2. The causes of stress
 - 4.2.1. The top 20 life–stressful events
 - 4.2.2. Personality and behavior types most prone to stress
 - 4.2.3. The three stage analysis
 - 4.2.4. The causes of stress
 - 4.2.5. Self-Evaluation: The Glazer-Stress control life style questionnaire
 - 4.2.6. Stress Management
 - 4.2.7. The use of E.I. in stress management
 - 4.2.8. The short term effects: Physical, Emotional & Behavioral
 - 4.2.9. The long term effects
 - 4.2.10. Managing stress exercise
- 4.3. Practical ways to stay in charge
 - 4.3.1. How to control the autonomic reactions
 - 4.3.2. Practical ways to stay in charge – stopping stress before it starts
 - 4.3.3. Developing positive mental attitudes
 - 4.3.4. Relaxation techniques: at the office