



## Time Management & Stress Control Competencies

Website: [www.btsconsultant.com](http://www.btsconsultant.com)

Email: [info@btsconsultant.com](mailto:info@btsconsultant.com)

Telephone: 00971-2-6452630

# Time Management & Stress Control

## Competencies

### Course Summary:

The overall aim of this course is to provide participants with the competencies required to help them use their time efficiently and effectively. Participants on this interactive course will explore the importance of using time management skills and stress control techniques to improve their positive impact at the professional and social levels.

### Who Should Attend?

Managers, Executives, Managers, Team Leaders, Superintendents, Chief Engineers, Senior Engineers, Newly Qualified Engineers, Plant Managers, Project Managers, Quality Managers, Technical Managers, Supervisors, Financial Officers and Controllers, Process Managers, Strategic Planning Managers, Key Personnel, Champions, Officers, Supervisors, Department Heads, Engineers, Foremen, anyone in managerial and administrative positions, Engineering Professionals, Project and Design Engineers, Technical Operational Staff, Technical Sales Staff, Research and Development Professionals, Technical Personnel, Maintenance and Supervisory Managers, Maintenance Planning Staff, Technical Managers, Project team members

### Course Objectives:

By the end of this course, delegates will be able to:

- Define time and its components
- Identify and manage time wasters
- Set goals and objectives and prioritize accordingly
- Apply one or more of the 7 habits of highly effective people
- Define what stress is and how the body responds
- Analyze the causes of stress accurately and plan to control them
- Suggest various ways and techniques to lower stress levels

## Course Outline:

### Definition of Time Management

- Value of time as a resource
- Myths about time management
- Role of time management

### Identifying and Managing Time Wasters

- Self-imposed time wasters
- System-imposed time wasters
- Managing time wasters: Planning, organizing, staffing, directing, controlling, communication and decision-making
- Eliminating bad habits
- The attitude pyramid

### Setting Goals and Priorities

- Difference between a goal and an objective
- Setting goals effectively
- Developing the habit of a to-do-list
- The self-management matrix
- Setting priorities

### The Seven Habits of Highly Effective People

- Being proactive
- Beginning with the end in mind
- Putting first things first
- Thinking win-win
- Seeking first to understand then to be understood
- Synergizing
- Sharpening the saw

### Introduction to Stress

- What is stress?
- Facts about stress

- How do you know when you are stressed?

## Environmental Stress

- Environmental stressors
- Chemical and nutritional stressors
- Lifestyle and job-related stress
- Stress and burnout

## Signs of Stress

- Physical stress
- Cognitive (Mental) stress
- Behavioral stress
- Emotional stress
- Acute and chronic stress

## Managing Stress

- Time management
- Physical exercise: Physiological effects of exercise, muscle relaxation, breathing techniques, visual imagery, sleep and music
- Healthy diets
- Relaxation and training