



**Planning - Organizing - Time  
and Stress Management  
Training workshop**

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# Planning - Organizing - Time and Stress Management Training workshop

## Introduction

Organizations move through a number of identifiable stages as they grow and Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle.

In this workshop, participants will learn how to make the most of their time by getting a grip on their office space, organizing their workflow, learning how to use their planner effectively, and delegating some of their work to other people. In the workshop, you will also explore the causes of such stress, and suggests general and specific stress management strategies that people can use every day.

## Who Should Attend?

- Managers
- Executives
- Supervisors
- Anyone who is involved in developing and implementing plans

## Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## Certificate

**BTS** attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Course Objectives:

### Workshop topics include ways to:

- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity
- Understand that stress is a positive, unavoidable part of everybody's life
- Recognize the symptoms that tell you when you have chronic stress overload
- Identify those situations in your life that cause you the greatest stress
- Identify those actions which add to your stress
- Change the situations and actions that can be changed
- Deal better with situations and actions that can't be changed
- Create an action plan for work, home, and play to help reduce and manage stress

## Course Outline:

### The Power of Change

To begin, participants will use their pre-assignment to identify areas where they want to change their time management approach.

### Understanding Yourself

Next, participants will discuss the left brain and right brain approaches to time management.

### Setting Goals

During this session, participants will learn how to set SMART goals to help them manage their time better.

## Planning

This session will explore different planning tools and their uses.

## Setting a Ritual

To wrap up the morning, participants will discuss how setting a ritual can help them manage their time.

## The Four D's

Next, participants will learn how to Do, Dump, Delay, or Delegate any task. They will also learn to take the STING out of feeling overwhelmed.

## Organizing Your Workspace

This session will give participants a plan to organize their work area.

## Organizing Your Files

During this session, participants will explore ways to manage paper and electronic files, including e-mail.

## Managing Your Workload

To wrap up the day, participants will help Mary Marvelous manage her workload. Then, they will complete a 168-hour plan.

## Defining Stress and How It Affects Us

Participants will discuss how they would currently handle stressful situations. Participants will also define stress, and they will learn what their score on the pre-assignment (the Holmes-Rahe stress scale) means. To conclude the session, participants will discuss the role of gender and health on stress.

## What Is Stress About?

This session will explore the four things that stress is about. Participants will also learn about the positive effects of stress and what eustress is.

## Building a Solid Foundation

Next, participants will learn about the four pillars of stress management. Special focus will be given to relaxation techniques.

## Mental Strategies

This session will give participants two mental strategies to manage stress.

## Stress at Work

During this session, participants will complete a stress inventory to help them identify areas of stress at work. Participants will also identify some solutions for work-related stress.

## Time Management Tips

A little bit of planning can go a long way towards reducing stress. Participants will work in small groups to brainstorm ways of managing time.

## Stress at Home

Next, participants will get some tips on running their household in a way that reduces stress, including budgeting, planning meals, general organization, and chores.

## Drainers and Fillers

To wrap things up, participants will identify the things that drain and energize them. They will also take another look at the stressful situations from this morning to see how they might approach those situations differently now.

## Workshop Wrap-Up

At the end of the workshop, participants will have an opportunity to ask questions and fill out an action plan.