

## TIME and STRESS MANAGEMENT

### Aims

This course will help you to develop an approach to time and stress management that will work for you. Drawing on the very latest research, this course will give you greater insight of the brain at work and under stress, and provide you with the strategies and tools for improving your productivity and gaining stronger control over your time.

### Objectives

- Understand how you currently manage your time
- Explore some of the most common time management myths
- Discover how your brain works and how to train it to work for you
- Identify the most major sources of time theft
- Explore the importance of practice to develop good working habits
- Understand how focussed you are, and explore methods for improving focus
- Explore the reasons for procrastination and how to overcome them
- Discuss how to deal with interruptions
- Practice prioritising your daily activities
- Understand the effect of stress on the body
- Explore stress as a challenge rather than a threat
- Identify methods for managing stress better.

### Outcomes

- Have a greater awareness of where time goes and how you manage it.
- Deeper understanding of the workings of your brain and improved control
- Practice to develop routines and good working habits
- Improve your focus and concentration and overcome procrastination
- Deal with interruptions with assertiveness
- Recognise your urgent and important tasks, and prioritise appropriately
- Utilise stress as a helpful response to meet challenges and implement strategies to manage stress better.

One Day Course  
8:30am – 4:00pm

Refreshments and a light, finger lunch will be served at our public course  
[sales@kznbtc.co.za](mailto:sales@kznbtc.co.za) or (031) 267 1229 for bookings and further information