

TIME AND STRESS MANAGEMENT

Work Smarter, Stress Less

Non-Credit Bearing

"Take Control of Your Time and Energy for Lasting Productivity"

Time feels like it's slipping away, and stress seems unavoidable - does this sound familiar? In a world filled with endless demands, interruptions and pressure, managing time and stress effectively isn't just a skill; it's a necessity.

This course will help you cut through the noise, understand how your brain influences productivity, and develop useful strategies to manage stress.

By the end of this course, you will have a clear roadmap for managing your time and stress, ensuring you can work smarter, stay composed under pressure, and ultimately perform at your best.

WHO SHOULD ATTEND

- Professionals juggling multiple tasks and responsibilities
- Anyone struggling with procrastination or feeling overwhelmed by stress
- Individuals looking to improve focus and create helpful habits

HOW YOU WILL BENEFIT

- Gain control over your time by learning the truth about time management myths
- Understand your brain and how its different systems impact focus and productivity
- Develop healthier responses to stress and change your mindset for better resilience
- Strengthen your ability to prioritise tasks by distinguishing between urgency and importance
- Enhance your focus and overcome procrastination for sustained effort
- Learn effective multitasking strategies by building strong productivity habits
- Manage interruptions more effectively with practical strategies to regain control of your day

WHAT WILL BE COVERED

The truth about time management

- Time management as self-management
- Common misconceptions about time management

Understanding your brain: System 1 and System 2 thinking

- How your brain processes information and impacts productivity
- Recognising when to engage fast vs. slow thinking for efficiency

One-day course 08:30 - 16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za

Understanding and managing stress

- Common reactions to stress and how they affect your work
- Understanding your personal stress responses
- How your perception of stress shapes your response
- Strategies to shift your mindset for resilience

Time management techniques

- Building effective habits for multitasking and focus:
 - The science behind habit formation
 - Practical ways to improve multitasking without sacrificing quality
 - Techniques to sustain attention and effort
- Overcoming procrastination and strengthening focus:
 - Understanding why we procrastinate
 - Simple strategies to build momentum and stay on track
- Prioritising for impact: urgent vs. important
 - Identifying high-value tasks that drive results
 - Using proven prioritisation techniques to make smarter choices
 - Exploring strategies for handling distractions effectively

One-day course 08:30 -16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za