

# **SSM 105: Time Management & Stress Reduction: Managing Stress and Pressure at Work**

## **Introduction**

It is more important than ever to develop highly effective time management skills to minimise stress, increase productivity, overcome procrastination and effectively delegate.

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your long cherished long-term goals in your life.

## **Learning Outcomes**

- Set S.M.A.R.T. goals
- Learn to prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Learn to easily handle high pressure, crisis situations
- Learn to organise their workspace for efficiency and productivity
- Master when & how to delegate for maximum productivity
- Learn to set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings

## **Course Outline**

### **Goal Setting**

- The Three P's
- S.M.A.R.T Goals
- Prioritising your goals
- Visualisation

### **Prioritising your Time**

- the 80/20 rule
- The Urgent versus Important Matrix
- Assertiveness

### **Planning Wisely**

- Creating your Productivity Journal
- Maximising the power of your productivity journal
- The Glass Jar: rocks, pebbles, sand and water
- Chunk, block and tackle
- Ready, Fire, Aim!

### **Tackling Procrastination**

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

### **Crisis Management**

- When the storm hits
- Creating a plan
- Executing the plan
- Lessons learned

### **Organising your Workspace**

- De-clutter
- Managing workflow
- Dealing with e-mail
- Using calendars

### **Setting a Ritual**

- What is a ritual?
- Ritualising sleep, meals, exercise
- Examples of rituals
- Using rituals to maximise time

**Recognize warning signs of excessive stress at work**

**Reduce job stress by taking care of yourself**

**Reduce job stress by prioritizing and organizing**

**Reduce job stress by improving emotional intelligence**

**Reduce job stress by breaking bad habits**

**Learn how managers or employers can reduce job stress**