

# Effective Time and Stress Management

Do you ever ask "What have I done today?" Do you start the day with high hopes for accomplishing your goals but leave the work day feeling you didn't accomplish anything? Well it's time to take back control of your day and accomplish more with your time. This seminar gives you the practical time management techniques for managing time and making it work for you.

## Objectives

At the end of programme, participants should be able to:

- Recognize where your time goes, and better understand how you spend it.
- Save, and make better use of your time.
- Decide what you really need to do, and what is better done by others
- Identify who and what steals your time
- Learn techniques for analyzing and prioritizing your workload
- Discover how to manage yourself and others

## Outline:

### Getting Started

- Understanding your time management skill
- Identify the current activities and projects

### The 'big picture'

- Identify your daily routine
- Your daily routine and goal setting
- Benefits of prioritizing work according to goals set
- Identify methods to help manage work priorities

### Managing yourself and others

- Dealing with time-wasters
- Getting organized
- Dealing with interruptions
- Time Management Matrix

### Managing Stress

- Identify the sources of stress
- Methods of managing stress

## Who Should Attend

Anyone who wants to master their time, enhance their time management style, and achieve more out of life.

## Seminar Details

Date	: Tuesday, 16 July 2019
Duration/Time	: 3 hrs/ 9am to 12noon
Venue	: Hotel Grand Pacific
<b>Net Fee Payable</b>	<b>: \$214.00 (incl. GST\$14)</b>

Fee includes handouts & teabreak.

No refund for cancellation but a replacement will be accepted.

## Enroll Now

@ Website Registration	: <a href="http://www.ustage.com.sg">www.ustage.com.sg</a>
☎ Contact Hotline	: 6222 2461 / 6221 1241
✉ Email Enquiry	: <a href="mailto:trg@ustage.com.sg">trg@ustage.com.sg</a>
☎ Fax Number	: 6227 3556

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