

Effective Time and Stress Management Practices

Introduction

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

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 prioritize effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Learn to easily handle high pressure, crisis situations
- Learn to organize 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

Duration: 2 days

Delivery; Face-to-face via in-house for corporate client

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