



MANAGING TIME AND STRESS

Course Template

Outcome:

Participants will be better able to manage their time and handle stress in their work and personal lives. They will be able to do this by better prioritising and completing work in terms of urgency, and by developing skills in areas that impact on their stress levels.

Target Audience:

Councillors, managers and other staff who want/need to better manage their time and their stress levels.

Additional Comments:

Present day work pressures mean that most of us now have to work both harder and smarter. Many of us are working so much harder than we needed to only a few years ago. The problem with heavy workloads is that they can dramatically increase our stress levels. As a consequence we may become less effective at making solving problems, making decisions, and generally managing our time.

This can become a vicious cycle - the increased time pressures creating increased stress levels, resulting in poorer time management, and thereby leading to higher stress levels.

If this sounds like you, don't despair! There are some key time and stress management practices that can make all the difference. This workshop will highlight these practices. It will also help you to identify the key factors that impact on your time and stress levels, and which strategies can help you to better deal with these factors.

Comments by Participants

- *This was an effective and rewarding experience*
- *Well worth the time*
- *Came away with achievable goals that aren't too scary to deal with*
- *The relaxation at the end!!! The affirmations - I'm getting one! And love the stuff on importance and urgency*
- *Not too heavy*
- *Great - very interesting*
- *Great to talk to others about this type of stuff*
- *Presentation was very good, interesting*
- *Great presentation*
- *Presentation was excellent*
- *Simply and well presented*
- *Recommend*
- *The relaxation exercise was a great positive*
- *Interesting topic, could talk for ages. Facilitator great.*
- *Very helpful - feel better already. Definitely recommending to others.*