



Stress Management

Stress will probably affect all of us at some time in our lives. Reducing stress will help us to manage the stress in our lives so that it continues to stretch us towards our personal goals without damaging our health.

Change the way you work by learning the secrets of time management and profit by them all your life.

- Analyze and plan how you spend time
- Know how to save time by not wasting it
- Manage time in a way that must fit your personality and situation



This workshop concentrates on minimizing the stress factors in our workplaces. This workshop will begin with an analysis of the causes of stress and then help us to learn how to deal with reducing stress in our own life and end by showing us how to use our newfound knowledge to help others deal with their stress. After recognizing symptoms and solutions to stress, the next step to analyze and restructure the way in which time is spent. This workshop will provide valuable information that we will be able to utilize over and over again as we implement these skills to improve productivity, efficiency and performance standards as managers and administrators

Topic 1: Introduction

- Understanding Stress
- The Effects of Stress
- Measuring Stress
- Recognizing Symptoms

Topic 2: Analyze Causes of Stress

- Job Analysis
- Feelings of Inadequacy
- Relationships
- Workplace





Topic 3: Dealing with Stress at Work

- Analyzing Personality
- Study Work Patterns
- Customer Induced Stress

Topic 4: Coping with Daily Life

- Dealing with Change
- Taking Positive Action

Topic 5: Gaining Inner Balance

- Think Positive

Topic 6: Making Time to Relax

- Relaxation Exercise
- Improved Diet

Topic 7: Attitude Adjustment Program

Topic 8: The Secrets of Time Management

- Mastering time: The key to your success
- Manage your time better
- Habits that save time
- Make your time pay
- the great secret of productivity
- Discover the Great Manager's Secret Weapon
- Listen to your internal clock
- Do you procrastinate

Topic 9: How to Save Time by not Wasting It

- Test 1: Time loss factors
- Test 2: Time consumers
- The most important and subtlest time consumer
- Organize your workspace
- Do you know how to take advantage of new technology
- Transform your meeting into tools for success
- How to succeed by helping others succeed
- Communicate more efficiently
- How to make your appointments work





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- How to avoid drowning in paperwork
- The secrets of great decision makers

Topic 10: How to stay on the Success Train

- Apply the scientific method
- How to conquer your bad habits
- Your faults are your best friends
- the keys to concentration
- Problem Solving
- Long-term Planning Aids
- Short-term Planning Aids

Topic 11: Summary

- Self-generated time wasters
- Tips for Effective Time Management