

SETTING PRIORITIES, TIME MANAGEMENT & STRESS REDUCTION



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Introduction

Overload rarely comes from too many tasks alone. It comes from unclear priorities, unprotected time, and stress that builds until concentration collapses. This Setting Priorities, Time Management & Stress Reduction Training Course addresses all three together, because they reinforce one another. Learners study prioritization frameworks, workload planning, and evidence-based stress reduction methods. Furthermore, the course covers interruption control, delegation, and recovery routines that protect performance over long periods. As a result, participants organize their work deliberately, hold their attention under pressure, and finish demanding weeks without carrying the strain into the next one.

Setting Priorities, Time Management & Stress Reduction Course Objectives

- Apply the Eisenhower Matrix to separate urgent from important work.
- Rank competing tasks using weighted scoring and Pareto 80/20 analysis.
- Plan weeks with time blocking and the MIT (Most Important Tasks) method.
- Protect focus using the Pomodoro Technique and deep work blocks.
- Control interruptions and emails with clear triage rules.
- Delegate tasks effectively using the RACI matrix and clear briefs.
- Recognise personal stress signals early using the stress curve model.
- Apply cognitive reappraisal to reframe pressure and reduce rumination.
- Use breathing, grounding, and recovery routines to restore composure.
- Track workload and wellbeing with a weekly review and personal scorecard.



Course Methodology

This course combines short lectures with practical planning and relaxation labs. Participants build a live priority dashboard for their own workload, practise time-blocking exercises, and rehearse stress-reduction techniques. Trainers use case studies, guided breathing practice, and structured peer feedback. Daily reflection rounds help learners adjust their system. In addition, participants complete a workload and wellbeing action plan.

Who Should Take This Course

- Managers and team leaders handling several workstreams
- Administrative and executive support professionals
- Project coordinators managing competing deadlines
- Operations and department supervisors
- Sales and account managers with heavy client loads
- Professionals experiencing sustained work pressure
- Anyone balancing demanding work with personal wellbeing

Setting Priorities, Time Management & Stress Reduction Course Outlines

Day 1: Priority Setting Foundations

- Where time actually goes: the time audit
- Urgency versus importance in daily decisions
- The Eisenhower Matrix and its four action quadrants
- Pareto 80/20 analysis for high-value work

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- The MIT method and daily top-three planning
- Multitasking myths and the cost of context switching
- Building a personal priority baseline

Day 2: Planning and Calendar Control

- Weekly planning with time blocking and calendar defence
- Task estimation with three-point and buffer planning
- Setting realistic commitments with stakeholders
- Saying no professionally with clear alternatives
- Choosing and using digital task tools consistently
- The weekly review routine
- Planning lab with real workload

Day 3: Focus, Interruptions, and Meetings

- The Pomodoro Technique and deep work blocks
- Triage rules for email, calls, and drop-in requests
- The two-minute rule and quick-win handling
- Running meetings with agendas, time boxes, and outcomes
- Reducing notification and digital distraction
- Protecting focus in open-plan environments
- Focus practice with progress tracking

Day 4: Understanding and Managing Stress

- The stress curve: underload, optimum, overload
- Recognising physical, emotional, and behavioural signals



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- Cognitive reappraisal for pressure and setbacks
- Breathing techniques: box breathing and 4-7-8
- Grounding, mindfulness, and body scan practices
- Managing rumination and worry cycles
- Stress reduction practice session

Day 5: Delegation, Recovery, and Sustained Performance

- Delegation with the RACI matrix and clear briefs
- Managing energy rather than only time
- Recovery routines after high-pressure periods
- Sleep, movement, and nutrition basics for performance
- Boundary setting and protecting personal time
- Workload and wellbeing review: weekly scorecard
- Personal action plan and 30-day commitments

Conclusion

By successfully completing Setting Priorities, Time Management & Stress Reduction, participants will gain a practical understanding of how prioritization, focus control, and stress management work together to protect performance. They will be able to rank work objectively, defend their calendar, reduce interruptions, delegate clearly, and apply stress reduction techniques when pressure rises. In addition, they will know how to recover properly between demanding periods. Gentex Training Center designed this course so that learners return to work with a system that sustains both output and wellbeing.





FAQs

Q1 What is the "Setting Priorities, Time Management & Stress Reduction" course about?

It joins three connected capabilities: deciding what matters, organising time around those decisions, and managing the stress that builds when both go wrong. Participants build a personal system through practical planning and stress reduction labs.

Q2 What are the key benefits of the "Setting Priorities, Time Management & Stress Reduction" course?

Participants complete more high-value work, miss fewer deadlines, and control their calendars more confidently. They also reduce stress symptoms, sleep and recover better, and handle pressure without the cognitive drop that overload creates.

Q3 What skills will I gain from the "Setting Priorities, Time Management & Stress Reduction" course?

You will gain task prioritization and workload planning, time management and focus control, stress recognition and regulation, and delegation and recovery management. These four skills combine to keep performance steady while protecting your health.



Q4 What tools, methods, or standards are covered in the "Setting Priorities, Time Management & Stress Reduction" course?

The course covers the Eisenhower Matrix, Pareto 80/20 analysis, the MIT method, time blocking, three-point estimation, the Pomodoro Technique, the two-minute rule, the RACI matrix, the stress curve model, cognitive reappraisal, box breathing and 4-7-8 breathing, grounding techniques, and weekly review scorecards.

Q5 How is the "Setting Priorities, Time Management & Stress Reduction" course applied in real-world practice?

Professionals apply it during deadline-heavy periods, month-end reporting, project peaks, staff shortages, and sustained remote work. The methods transfer to any role where competing demands and pressure combine to threaten both delivery and wellbeing.