

TIME & STRESS MANAGEMENT



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TRAINING CENTER



Introduction

Time pressure and stress feed each other. Overloaded schedules raise tension, and tension makes planning and focus harder still. This Time & Stress Management Training Course breaks that cycle with practical tools for organizing work and controlling pressure. Furthermore, it covers priority setting, planning systems, focus protection, and evidence-based relaxation techniques that fit a real working day. Participants also learn to say no professionally, manage interruptions, and build recovery into their routines. As a result, they leave able to deliver more with less strain, and to protect their energy over the long term.

Time & Stress Management Course Objectives

- Analyze how personal time is currently spent using time-log tracking.
- Prioritize tasks with the Eisenhower Matrix and the Pareto principle.
- Plan daily and weekly work using time blocking and the ABCDE method.
- Set clear goals using SMART criteria and defined outcomes.
- Protect focus with the Pomodoro technique and deep-work blocks.
- Manage interruptions, meetings, and digital distractions.
- Explain the stress response and how it affects performance.
- Measure personal stress levels with the Perceived Stress Scale.
- Apply controlled breathing, progressive muscle relaxation, and grounding techniques.
- Build resilience through recovery routines and healthy boundaries.

Course Methodology

- Interactive workshops built around participants' real schedules.
- Time-log and workload analysis exercises using live data.
- Guided practice of breathing, relaxation, and focus techniques.
- Case studies showing productivity and burnout patterns.

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- Self-assessment of time habits and stress indicators.
- Action planning that links each tool to the participant's daily routine.

Who Should Take This Course

- Professionals managing heavy workloads and competing deadlines.
- Team leaders and supervisors balancing tasks and people.
- Administrative and support staff handling constant requests.
- Project coordinators juggling multiple assignments.
- Employees experiencing fatigue, overload, or reduced focus.
- Anyone seeking better control over their time and energy.

Time & Stress Management Course Outlines

Day 1: Understanding Time and Personal Productivity

- Tracking current time use with a detailed time log.
- Identifying time wasters, delays, and low-value activities.
- Distinguishing urgent tasks from important ones.
- Exploring personal energy peaks and productive hours.
- Reviewing common productivity myths and multitasking costs.
- Setting personal productivity goals.
- Completing a workload and time-use baseline.

Day 2: Prioritization and Planning Systems

- Applying the Eisenhower Matrix to sort tasks.
- Using the Pareto principle to focus on high-impact work.



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- Ranking daily tasks with the ABCDE method.
- Setting SMART goals with clear deadlines.
- Building daily and weekly plans with time blocking.
- Managing to-do lists and task-capture systems.
- Planning realistic buffers for unplanned work.

Day 3: Focus, Interruptions, and Delegation

- Protecting concentration with the Pomodoro technique.
- Scheduling deep-work blocks for demanding tasks.
- Managing email, messages, and notification overload.
- Handling interruptions and drop-in requests politely.
- Saying no professionally without damaging relationships.
- Delegating tasks with clear expectations.
- Running shorter, more effective meetings.

Day 4: Understanding and Measuring Stress

- Defining stress, stressors, and the stress response cycle.
- Distinguishing acute, episodic, and chronic stress.
- Linking stress to attention, memory, and decision quality.
- Measuring stress with the Perceived Stress Scale.
- Recognizing early burnout warning signs.
- Tracking sleep, fatigue, and recovery patterns.
- Mapping personal stress triggers at work.

Day 5: Stress Relief, Recovery, and Balance



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- Practicing diaphragmatic and box breathing.
- Applying progressive muscle relaxation and grounding techniques.
- Using cognitive reframing to challenge unhelpful thinking.
- Building micro-recovery breaks into the working day.
- Setting boundaries around workload and availability.
- Designing sleep, movement, and energy routines.
- Preparing a 90-day time and stress action plan.

Conclusion

By successfully completing Time & Stress Management, participants will gain the knowledge to analyze how they spend their time, prioritize with confidence, and protect their focus from constant interruption. They will acquire skills in planning systems, task prioritization, stress measurement, and relaxation techniques that fit real working conditions. Gentex Training Center builds this course around participants' own schedules, so learners return ready to work with greater control, calm, and sustained energy.

FAQs

Q1 What is the "Time & Stress Management" course about?

It combines productivity and wellbeing in one practical method. The course covers time tracking, prioritization, planning systems, focus protection, and delegation, alongside stress measurement, breathing and relaxation techniques, boundaries, and recovery routines for everyday work.





Q2 What are the key benefits of the "Time & Stress Management" course?

Participants complete more high-value work in less time, miss fewer deadlines, and feel calmer under pressure. They also reduce burnout risk, protect focus from interruptions, and recover faster after demanding days. These gains improve both performance and personal wellbeing.

Q3 What skills will I gain from the "Time & Stress Management" course?

You will gain time analysis and task prioritization, planning and focus management, stress assessment and self-monitoring, and relaxation and recovery techniques. These four skills work together to keep your workload manageable and your energy steady.

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

The course covers time logs, the Eisenhower Matrix, the Pareto principle, the ABCDE prioritization method, SMART goals, time blocking, the Pomodoro technique, the Perceived Stress Scale, diaphragmatic and box breathing, progressive muscle relaxation, grounding techniques, and cognitive reframing.

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

Participants track their own week, rebuild their schedule with time blocking, and test focus techniques on real tasks. They also practice relaxation methods during the working day and set boundaries with colleagues, then review results through a personal action plan.