



First Select

## Setting Priorities, Time Management and Stress Control

| Date                | Venues       | (\$)Fees | Book your seat               |
|---------------------|--------------|----------|------------------------------|
| 14 Dec -18 Dec 2025 | Kuala Lumpur | 3300     | <a href="#">Register Now</a> |

### Objectives:

- Do you feel pressured by too much to do and too little time in which to do it? Or do you simply want to get more things done? Both of these situations suggest a need for better time management.
- Time, like any other resource, can be managed by a set of principles and a variety of techniques. This course will lead you through an analysis of your time management problems and present to you principles and techniques you can use to become master of your time rather than a slave to it.

### Who should attend?

This course will help you become a better manager of your time. However, it will not manage your time for you. That is left to you. Effective time management is basically an experience in self-discipline. You are the key to success. If you complete this course and use the principles and techniques presented, you will get more done and you will enjoy doing it.

### Course Outline:

The course covers the following topics:

- Introduction to Time Management Concepts
- Analyzing how you Use your Time
- How to Make Full Use of your Time
- How to Plan Effectively
- Analyzing your Job Priorities
- How and What to Delegate Effectively
- How to Cope with Common Time Wasters
- Time Management on the Telephone
- Time Management in Meetings
- Dealing with Interruptions
- Developing your Personal Action Plan
- Following Up
- Constantly Checking on your Investment in Time Management

### Factors that cause Stress in the Work Place?

- Work Overload
- Tight Deadlines
- Noise, Heat & Cold
- Lack of Equipment
- Tight Budget
- Difficult Boss
- Boring Job
- Quiet Season
- Relationship with Colleagues

- Unclear Responsibilities
- Insecurity
- New Boss
- No/Little Recognition
- The Economy
- No Training/Development

Psychological reactions to Stress:

- Frustration
- Anger
- Aggression
- Tension
- Boredom
- Happiness
- Annoyance
- Fear
- Uncommunicative
- Depression
- Dependency on Drugs/Alcohol
- Low Morale/Motivation
- Nervous Disorders

Physical reactions to Stress:

- Digestive Problems/Gastric Upset
- Rash/Facial tic
- Sweaty Hands
- Dry Mouth
- Increased Heart rate/Blood Pressure
- Headaches
- Gaining/Losing Weight
- Sleepiness/Sleeplessness
- Heart Attacks

What are the Solutions to Rectify Stress?

- Socializing
- Breathing
- Relaxing Muscles/Stretching
- Take a hot bath
- Talking to a friends /colleagues
- Avoiding annoying people
- Seeking Professional Help
- Developing healthy lifestyle
- Find relaxing moments during the day
- Develop POSITIVE THINKING Attitudes
- Time Management
- Planning
- Communication
- Problem Solving

Remember:

- We don't want to remove all stress symptoms...otherwise we would die!
- Some stress is important and vital to give a challenge to our daily routine.
- But as the saying goes 'Everything in modernization'

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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