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Time and Stress Management

No one ever seems to have enough time, yet, we all have the time that there is!! We all have exactly the same amount of time given to us each day!!**24 Hours**

Some of us, however, seem to use it to much greater advantage than others.

Do the following sound familiar.....

“There aren’t enough hours in the day”

“Everything I have to do is URGENT”

“The only way to get something done right is to do it myself”

“My work is so unique it is impossible to plan”

“I never get the time to plan my time”

“I think I’m developing an ulcer”

If this sounds like you or your staff, this course is designed to help put back the time that we never seem to have.

Course Objectives

The aim of the course is to try and correct the above mistaken beliefs and show how....

- 1) Poor work habits can be changed
- 2) Priorities can be established
- 3) Attitudes to time can be changed
- 4) Time can be used more effectively

And ulcers can be avoided...

Course Content

Defining Time & Stress management

Analysing how we spend our time

Recognising stress symptoms

Balancing time at work and at home

Eliminating time wasters

Barriers and benefits of delegation (if appropriate)

The daily priority list

Coping with crises

Organising Objectives

Planning for action