

Detailed Lesson plan

Course Title	Time & Stress Management
Lesson Length	6 Hours
Learning Objectives	To create a value of time & learning the art of handing stress
Target Audience	Junior & Senior Level management
Room Arrangement	Lecture Seating
Materials and Equipment needed	Overhead projector/Multimedia, participant handouts.
Evaluation and assignments	Read handout: prerequisites for effective communication.

Session Plan for Time & Stress Management Workshop.

Session Ist

Time	Delivery
15 Mints	Introduction (knowing about the Participants rather than names)
45Mints	Interactive Talk (regarding Subject)
1 hr	Main Topic (Training via PowerPoint and practical exercises)
30 mints	Practical (with every participant)

Session IInd

Time	Delivery
1 hr	Main Topic (Training via Power point)
30 Mints	Activity Based Learning (With All Participant)
30 Mints	Practical
30 Mints	Questionnaire (Doubts Clearing)

Session 1: Time Management

Learning Objectives

Effective time management skills drive all successful organizations. In this module you will learn key time management skills that you can adopt in your organization to deliver endless results.

When you have completed this module you will be able to define the key concepts associated with time management and you will be able to:

- Identify the main obstacles to effective Time Management in your daily role.
- Understand the nature of Time Management.
- Understand a range of tools, techniques and concepts for Time Management.
- Use these techniques to build an effective Time Management process that will enhance your productivity and lower your stress.
- Explain the benefits of having an effective Time Management process.

Time Management and the Organization

The increased globalization of industry, coupled with rapid technological development has placed increased pressure on organizations to assist staff in managing their time more effectively. Successes within this area are translated within the organization in the form of:

- Improved productivity through improved use of time by all personnel.
- Better performance in terms of on time delivery to customers.
- Increased profitability through better use of the human and non-human resources.
- Improved planning and control of your business systems through time based management.
- Better alignment of activities by incorporating a time bound system for co-ordination of tasks and projects within the business.
- Reduction of stress that arises from crisis management by reducing the incidence of crises through better planning.

Time Management Principles

Individuals and organizations are paying increased attention to time management as a route to maximizing the return on activities undertaken. There are four basic principles to consider:

1. Time Management Principles
2. Spent Time Matrix
3. Quadrant 2
4. Time Based Management

Session 2: Stress Management

INTRODUCTION

Do you have trouble concentrating? Are you always worrying?

Do you feel anxious such that your hands tremble and your palms get sweaty?

These are all signs of stress. You can control stress and not let it control you! For that we should understand What is Stress???

WHAT IS STRESS?

Stress is the body's response to any physical or emotional changes in life. This response includes the release of a hormone, adrenaline, in the body. Adrenaline causes an increase in heart rate, breathing and in blood sugar levels. It also diverts the blood flow from your digestive system to your muscles (e.g. leg muscles).

This response prepares you for "fight or flight". Therefore you will feel more alert. We all experience stress as we cope with daily events. Daily demands such as rules, responsibilities, decisions, changes, relationships, illness and money can cause stress. Stress can give life some spice and excitement. Positive stress helps you to cope with problems that might arise. On the other hand, living under very stressful conditions for long periods of time, may harm your health, your relationships, and your enjoyment of life.

Participants will Learn..

- How can one effectively manage time.
- How can one eliminate stress from one's life.
- How to recognize what is optimal stress for individual.
- How one can manage stress better.
- Becoming aware of stressors and your emotional and physical reaction.
- Recognize what you can change.
- Learn to moderate your physical reactions to stress

Lesson Preview

- Delegating or sharing your responsibilities at work and at home
- avoiding difficult colleagues, family members, and acquaintances
- learning to be more assertive
- doing regular exercise
- not using drink or drugs to cope
- eating a healthy, balanced diet rich in fruits and vegetables
- finding humor or absurdity in stressful situations
- never taking on more than you know you can cope with
- organizing your time better to get as much done as possible
- talking to friends or family and sharing your thoughts and fears
- listening to music or relaxation tapes
- tensing and then relaxing your muscles, starting at the toes and working up to the head and neck