

## Time and Stress Management

Based on SAQA's Unit Standard 15234 NQF Level 5, 4 Credits

### Introduction

Do you feel as though you don't have enough hours in your day? Would you like to achieve more in the same amount of time with less stress? This highly practical programme focuses on translating strategic intent into effective daily action.

### Course Objectives

- Understand the principles of time management and develop self-management techniques
- Design and implement time-efficient work plans to enhance your own and your manager's performance
- Successfully plan and confidently prioritise your workload to ensure your own and your team's objectives are met.
- Identify and eliminate time "thieves" to consistently meet deadlines
- Develop proactive and reactive stress management strategies and create a stress management plan

### Course Outline

#### Time management profiles

- Understanding current time management techniques and processes
- Identifying the top time-wasters that impact on an organisation's productivity and minimising their negative influence

#### Time management principles

- Understanding the 80/20 principle
- Focussing on the importance of delegation
- Using prioritising to manage the efficiency of a team
- Creating work/life balance

### **Creating time efficient work plans**

- The organisation's objectives are understood and clearly defined in terms of the work that has to be done
- The objectives are translated into work plans for the department/division/section
- The activities required to complete a specific project are identified and assigned to a specific time frame
- Persons to whom tasks can be delegated are identified and included in the plan
- Tasks are prioritised in terms of urgency and importance for the department/division/section/organisation

### **Develop time-efficient work plans**

- Becoming proactive by encouraging efficient information flow and efficient meeting planning
- Informing all team members of their roles, duties and functions
- Monitoring and amending work plans

### **Reactions to stress**

- Identifying the symptoms of stress
- Understanding the link between stress and work performance
- Analysing the impact of stress on interpersonal relationships

### **Managing stress**

- Identifying methods of stress management and relief
- Analysing proactive and reactive stress
- Creating a stress management plan