

# TIME AND STRESS MANAGEMENT

**DATE:** 24-25 April / 14-15 August / 2-3 December 2024  
**FEE:** RM900

**DURATION:** 2 Days  
**HRD CORP SCHEME:**  
HRD Corp Claimable Courses

## PROGRAM OVERVIEW

Time management cover important skill-sets that can help to ensure one is effective and efficient at work. This leads to increase in productivity, while maintaining good mental and emotional health. There are practical and proven skills and techniques we can apply. Participants will learn these skills and be better able to contribute to a positive work culture.

## LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Gain the skills to set SMART goals, organize work and share good work habits
- Gain the skills to manage resources for better efficiency
- Gain the skills to prioritize work with Priority Matrix and 80/2- Rule
- Gain the skills to generate solutions to work smarter instead of working harder
- Gain the skills to apply productivity techniques such as multitasking, saying “no”, etc.
- Gain the skills to avoid burnout, maintain healthy stress and manage pressure
- Appreciate healthy mindsets to enjoy work and perform better
- Gain the skills to evaluate your work-life balance and make the necessary adjustments

## METHODOLOGY

- This program uses Adult Learning approaches. This includes minimal lectures, case studies, group discussions, presentations, self-evaluations and self-reflections.

## WHO SHOULD ATTEND

- First Level Manager
- Executive/Supervisory
- Non Executive

## FACILITATOR

### Brien Lee Meng Siong

With 18 years of industry experience and 12 years of public speaking and corporate training experience, Brien specializes in leadership and management. He consults and trains in the areas of organizational development, human capital development and strategic thinking. His expertise is in communication related skills in the areas of Leadership, Management and Team Dynamics.

## PROGRAM CONTENT

### Module 1

Time Management Principles

- Key principles of productivity
- How to organize work

### Module 2

Good Work Habits

- Task List and Daily To-Do List
- Useful Systems and Free Productivity Apps
- Artificial Intelligence (AI) for productivity
- Good work habits
- Best practices for Working From Home

### Module 3

Balancing Goals And Resources

- Setting SMART goals
- Maximizing resources
- Working as a team – building relationships

### Module 4

Prioritizing With Eisenhower Principle

- Priority Matrix / Eisenhower Principle
- Aligning priorities with our supervisor
- Managing distractions

### Module 5

Prioritizing With Pareto Principle

- Pareto Principle / 80-20 Rule
- Prioritization strategies

### Module 6

Working Smarter

- Working smarter vs working harder
- How to use SCAMPER for working smarter
- Gradual and continuous improvements

### Module 7

Productivity Techniques

- Using boundaries – schedules
- Setting automatic routines
- When and how to say “No”
- Pomodoro technique
- Brain Dump to overcome Overwhelm
- Correct way to Multi-task

### Module 8

Managing Stress And Pressure

- Understanding stress and burnout indicators
- Relaxation techniques and strategies
- Using Reframing to manage pressure

### Module 9

Healthy Work-Life Balance

- Healthy mindsets and accepting change
- Work-Life Balance

## PROGRAM SCHEDULE

### Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		<b>End of the day</b>

### Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6 & 7
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 8
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 9
		<b>End of the day</b>

