



Consulting and Training | Reach New Heights

**Course Name**

# Time Management and Stress Reduction

---

**Sector Name**

Interpersonal Skills and Self Development

**Document Type**

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



## Time Management and Stress Reduction

### Course Introduction

The Time Management and Stress Reduction Training Course helps professionals develop practical strategies to manage their time effectively while reducing workplace stress. In modern work environments, employees often face tight deadlines, heavy workloads, and constant distractions, which can negatively affect productivity and well-being.

This course focuses on proven time management techniques, stress management strategies, and productivity improvement methods that help individuals organize tasks, prioritize responsibilities, and maintain focus during demanding work situations. Participants will learn how to plan their schedules efficiently, manage competing priorities, and avoid common productivity barriers.

The training also explores stress reduction techniques, emotional resilience, and work-life balance strategies, enabling professionals to handle pressure more effectively and maintain mental clarity in challenging environments. Participants will gain practical tools to reduce burnout, improve concentration, and strengthen their ability to perform under pressure.

In addition, the course emphasizes goal setting, task prioritization, and personal productivity systems that support long-term professional performance and personal well-being. These skills are essential for maintaining efficiency while promoting healthier workplace habits.

This program is ideal for professionals, managers, team leaders, and employees who want to improve productivity, manage stress effectively, and enhance their overall performance in the workplace

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

## Time Management and Stress Reduction

### Target Audience

- ✓ Managers and Team Leaders who need to manage competing priorities and lead productive teams.
- ✓ Professionals and Employees seeking to improve their time management and stress reduction skills to enhance their personal and professional productivity.
- ✓ Project Managers are responsible for ensuring timely project delivery.
- ✓ Administrative and Support Staff who handle multiple tasks and deadlines.
- ✓ Individuals looking to achieve a healthier work-life balance and reduce stress at work

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

## Time Management and Stress Reduction

### Learning Objectives

- ✓ Understand the role of self-management in task completion and flexibility.
- ✓ Develop effective planning skills to clarify goals, objectives, and constraints.
- ✓ Prioritize tasks and set deadlines to optimize time management.
- ✓ Integrate time management principles into daily work routines.
- ✓ Utilize advanced time management techniques to enhance productivity.
- ✓ Identify and mitigate common time wasters and interruptions.
- ✓ Recognize stress symptoms and their impact on health and productivity.
- ✓ Apply stress reduction techniques to maintain a balanced and productive work life.
- ✓ Develop an action plan for ongoing time management and stress reduction.

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



## Time Management and Stress Reduction

### Course Outline

#### ✓ 01 Day One

##### **Managing Self and Setting Priorities**

##### **Managing Self and Your Tasks:**

- ✓ The role of self-management in task management: Flexibility is key
- ✓ Overview of task management approaches
- ✓ Ways to accomplish work efficiently in organizations

##### **Importance of Planning in Task Management:**

- ✓ Clarifying goals, objectives, assumptions, and constraints
- ✓ Identifying risk factors that affect tasks, priorities, and deadlines
- ✓ Developing clarity in task assignments
- ✓ Essential skills to manage tasks effectively

##### **Setting Priorities and Deadlines (Time Management):**

- ✓ Developing an initial time management plan
- ✓ Scheduling and meeting deadlines
- ✓ Integrating time management into daily priorities
- ✓ Maximizing productivity from meetings, emails, interruptions, and transitions

## Introduction to Time Management:

- ✓ Time management challenges and benefits
- ✓ Exploring the Eisenhower Matrix
- ✓ The concept of three-dimensional thinking for time management
- ✓ Techniques to offload tasks from your mind and manage commitments
- ✓ Business Case Scenarios

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

BOOST

## Time Management and Stress Reduction

### Course Outline

#### ✓ 02 Day Two

##### **The Focus Funnel - Mastering Productivity:**

- ✓ **Eliminate:** The Permission to Ignore
- ✓ **Automate:** The Permission to Invest
- ✓ **Delegate:** The Permission to Accept Imperfection
- ✓ **Procrastinate:** The Permission to Delay
- ✓ **Concentrate:** The Permission to Protect Your Time

##### **That Frog! Taking Productivity to the Next Level:**

- ✓ Identify your biggest tasks ("frogs")
- ✓ Strategies to stop feeding the frog and focus on what matters most
- ✓ Understanding the consequences of inaction
- ✓ Utilizing the "Time Boxing" Technique to manage your day

##### **Sticking to Your "To-Do" List:**

- ✓ Identifying time eaters and how to avoid them
- ✓ Managing interruptions without losing focus
- ✓ Techniques to minimize wasted time

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

BOOST

## Time Management and Stress Reduction

### Course Outline

#### ✓ **03 Day Three**

##### **Stress Management and Stress Reduction Techniques**

###### **Understanding Stress:**

- ✓ Recognizing stress symptoms and their causes
- ✓ The negative impact of stress on the mind and body
- ✓ Why we experience stress and how to manage it
- ✓ Exploring the mind-body connection in stress

###### **Stress Reduction Techniques:**

- ✓ Cognitive relief strategies for better mental health
- ✓ Physical relief strategies to manage tension
- ✓ Sensory relief strategies to calm the mind
- ✓ Emotional relief strategies to manage emotions effectively
- ✓ Practical exercises: Reacting vs. Responding

###### **Developing an Action Plan:**

- ✓ Creating a personal action plan for continuous time management improvement
- ✓ Using the Stress Solutions Worksheet for any situation
- ✓ Interactive application to embed stress reduction strategies into daily routines

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

BOOST

## Time Management and Stress Reduction

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 11, 2026	May 13, 2026	3 days	3250.00 \$	UAE , Dubai
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Dubai
Aug. 2, 2026	Aug. 4, 2026	3 days	3250.00 \$	Qatar , Doha
Oct. 12, 2026	Oct. 14, 2026	3 days	3950.00 \$	Singapore , Singapore

ABU DHABI: +971 2 449 6000  
ABU DHABI: +971 50 412 3294  
DUBAI: +971 4 888 6787  
KSA: +966 56 416 0617  
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

