

# Mastering Time & Stress: Strategies for Work-Life Balance

Professional Skills  
London (UK)  
11 - 15 Aug 2025

UK Training

# PARTNER

The background of the entire page features a grayscale checkered chessboard. In the foreground, several chess pieces are visible: a silver pawn on the left, a silver pawn in the center, and a large gold king piece on the right. In the background, there are concentric circles emanating from a central point, creating a ripple effect across the board.

## Mastering Time & Stress: Strategies for Work-Life Balance

**Ref:** 3226\_127127 **Date:** 11 - 15 Aug 2025 **Location:** London (UK) **Fees:** 4400 **Euro**

### Course Description

This intensive 5-day course equips participants with practical strategies to effectively manage time and stress in both professional and personal settings. Through interactive sessions and hands-on exercises, attendees will learn to prioritize tasks, set achievable goals, and implement stress-reduction techniques for improved productivity and overall wellbeing.

### Learning Objectives

- Develop effective time management skills to boost productivity
- Identify and mitigate common sources of workplace stress
- Implement strategies for achieving work-life balance
- Enhance decision-making and problem-solving abilities
- Cultivate resilience and emotional intelligence

### Course Modules

#### Day 1: Foundations of Time Management

- Understanding the value of time
- Identifying time-wasters and productivity blockers
- Setting SMART goals
- Prioritization techniques Eisenhower Matrix, ABC method

#### Day 2: Effective Planning and Organization

- Creating actionable to-do lists
- Time blocking and scheduling strategies
- Mastering digital tools for time management
- Overcoming procrastination

#### Day 3: Understanding and Managing Stress

- Recognizing signs and symptoms of stress
- Identifying personal stress triggers
- Stress management techniques mindfulness, deep breathing
- Building resilience and coping mechanisms

#### Day 4: Work-Life Balance and Productivity

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The pieces are arranged on a checkered board with concentric circles in the background.

UK Training  
**PARTNER**

- Setting boundaries between work and personal life
- Effective delegation and task management
- Enhancing focus and concentration
- Strategies for managing energy levels

## **Day 5: Communication and Long-term Success**

- Assertive communication for managing expectations
- Negotiation skills for workload management
- Creating a personalized time and stress management plan
- Strategies for maintaining long-term success

## **Practical Wins for Participants**

- A personalized time management system tailored to individual needs
- A toolkit of stress-reduction techniques for immediate implementation
- Improved ability to prioritize tasks and set achievable goals
- Enhanced communication skills for better workplace relationships

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

UK Training  
**PARTNER**

## Blackbird training cities



Accra (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training  
**PARTNER**





## Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



## Blackbird training Clients



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



Authority for

UK Training  
**PARTNER**



**LONDON TRAINING PROVIDER**



[www.blackbird-training.com](http://www.blackbird-training.com)



[training@blackbird-training.com](mailto:training@blackbird-training.com)



+44 7480 775526 / +44 7401 177335