

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

Professional Skills  
Madrid (Spain)  
15 - 19 Sep 2025

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

**Ref:** 3226\_133975 **Date:** 15 - 19 Sep 2025 **Location:** Madrid (Spain) **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.

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- 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.

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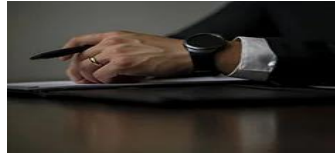
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