

Mastering Time & Stress: Strategies for Work-Life Balance

Professional Skills
Cape Town (South Africa)
11 - 15 Aug 2025

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Mastering Time & Stress: Strategies for Work-Life Balance

Ref: 3226_137376 **Date:** 11 - 15 Aug 2025 **Location:** Cape Town (South Africa) **Fees:** 3300 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

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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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