Time & Stress Management Skills for Managers (1-Week Course)

12 – 16 September 2027
Cairo (Egypt)



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Why This Course

In today's demanding managerial environment, the ability to manage time effectively and handle stress proactively is essential for sustained productivity and leadership success. Managers are expected to juggle multiple responsibilities, guide teams, and deliver results—all while maintaining clarity, focus, and well-being. Without strong time management and stress-reduction skills, even the most experienced managers can face burnout, reduced performance, and team disengagement.

The Time Management and Stress Reduction Strategies for Managers - Intensive 1-Week Program is designed for leaders who want to optimize their productivity, create healthier work environments, and lead high-performing teams with confidence. Through practical exercises, proven frameworks, and real-world scenarios, participants will learn how to prioritize tasks, manage workloads, delegate effectively, and build resilience. This program connects essential management techniques with practical stress-reduction tools—empowering managers to achieve work-life balance while enhancing team performance.

What You'll Learn and Practice

By the end of the course, participants will be able to:

- Apply effective time management techniques to enhance productivity.
- Identify and address common workplace stressors.
- Implement strategies that support healthier work-life balance.
- Strengthen leadership skills to foster a positive and productive team environment.
- Use practical stress-reduction methods to improve team morale and performance.

The Program Flow

Day 1: Understanding Time Management & Stress

- Core principles of time management and their organizational impact
- Identifying personal time-wasters and productivity obstacles
- Understanding how stress affects managerial performance and decision-making
- Assessing current stress levels and exploring coping mechanisms



Day 2: Effective Time Management Strategies

- Prioritization tools such as the Eisenhower Matrix
- Setting SMART goals that align with managerial responsibilities
- Delegating tasks effectively and empowering team members
- Applying time-blocking and scheduling best practices

Day 3: Stress Management Techniques

- Identifying workplace stressors and their root causes
- Practicing mindfulness, breathing, and relaxation methods
- Using cognitive restructuring to reduce stress and reframe challenges
- Building resilience in high-pressure environments

Day 4: Improving Work-Life Balance

- Establishing boundaries between work and personal life
- Communicating expectations clearly to reduce overload
- Leveraging time management tools and digital technologies
- Developing a personalized work-life balance action plan

Day 5: Leading Stress-Free, High-Performing Teams

- Fostering a positive, psychologically safe work culture
- Recognizing and preventing burnout among team members
- Using conflict resolution and stress management strategies within teams
- Creating long-term team-wide stress management initiatives

Individual Impact

Participants will return with the ability to:

- Build a tailored time management system that maximizes productivity.
- Apply stress-reduction techniques to improve focus and performance.
- Strengthen their ability to maintain balance and well-being under pressure.
- Lead teams more effectively by modeling healthy, productive behaviors.

Organizational Impact

Organizations benefit through:

- Improved managerial productivity and better use of time and resources.
- Lower stress levels and reduced burnout across teams.
- Healthier workplace cultures built on balance, trust, and open communication.
- Increased team performance and engagement under supportive leadership.



Training Methodology

This intensive program blends conceptual understanding with practical application through:

- Real-world case studies and stress-management scenarios
- Time management planning exercises and prioritization workshops
- Guided mindfulness and resilience-building practices
- Facilitator-led discussions linking theory to managerial challenges

Beyond the Course

Upon completion, participants will be equipped to manage their time more strategically, reduce stress effectively, and create positive work environments that support high performance. They will return with actionable plans, practical tools, and the confidence to sustain long-term productivity and well-being—both for themselves and their teams.

