Training Course on Setting Priorities, Time Management and Stress Reduction

Professional Development Training Course Outline

Category	Development	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's fast-paced and demanding professional landscape, the ability to effectively **set priorities**, master **time management**, and implement **stress reduction** techniques is paramount for individual and organizational success. Training Course on Setting Priorities, Time Management & Stress Reduction provides participants with practical strategies and actionable tools to navigate competing demands, optimize productivity, and cultivate a resilient and well-balanced work life. Through interactive exercises, real-world case studies, and proven methodologies, attendees will gain the skills necessary to take control of their workload, minimize the negative impacts of stress, and achieve greater efficiency and fulfillment. This course is designed to empower individuals at all levels to become more organized, focused, and ultimately, more successful in their personal and professional endeavors.

This intensive program delves into the core principles of **prioritization frameworks**, cutting-edge **time management techniques**, and evidence-based **stress management strategies**. Participants will learn to identify high-impact tasks, eliminate time-wasting activities, and develop personalized plans for managing their workload effectively. By understanding the psychological and physiological aspects of stress, attendees will acquire practical coping mechanisms and build resilience to maintain peak performance under pressure. The skills acquired in this course will not only enhance individual productivity and well-being but will also contribute significantly to a more efficient, focused, and positive organizational culture.

Programme Curriculum

Training Course on Setting Priorities, Time Management & Stress Reduction

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10 days

Course Objectives

Upon completion of this training course, participants will be able to:

1. Learn to distinguish between urgent and important tasks using effective **prioritization matrices**.
2. Implement advanced **time management techniques** to schedule and allocate time for key activities.
3. Develop strategies to overcome **procrastination habits** and initiate tasks promptly.
4. Understand the principles of **effective delegation** to optimize workload distribution.
5. Leverage various **productivity apps** and technologies for enhanced organization.
6. Implement the **Pomodoro Technique** for focused work sessions and breaks.
7. Identify early warning signs of **workplace stress** in themselves and others.
8. Integrate **mindfulness and meditation** for stress reduction and improved focus.
9. Utilize practical **relaxation techniques** to alleviate tension and anxiety.
10. Build personal **resilience** to better cope with challenging situations.
11. Create strategies for achieving a healthier **work-life integration**.
12. Implement effective **email management strategies** to reduce inbox stress.
13. Apply **efficient meeting management** principles to save time and improve outcomes.

Organizational Benefits

- Increased employee productivity and efficiency.
- Reduced levels of workplace stress and burnout.
- Improved employee morale and job satisfaction.
- Enhanced team collaboration and communication.
- Better project management and on-time delivery.
- A more focused and results-oriented workforce.

- Reduced absenteeism and presenteeism.
- A stronger and more resilient organizational culture.

Target Audience

1. Managers and Team Leaders
2. Individual Contributors
3. Project Managers
4. Administrators and Support Staff
5. Entrepreneurs and Business Owners
6. Anyone seeking to improve their productivity
7. Individuals experiencing high levels of stress
8. Professionals aiming for better work-life balance

Course Outline

Module 1: Understanding Priorities

- Defining and Identifying Your Core Values and Goals
- The Difference Between Urgent and Important Tasks (Eisenhower Matrix)
- Applying the Pareto Principle (80/20 Rule) to Prioritization
- Identifying and Eliminating Low-Value Activities
- Case Study: A Project Manager Overcoming Conflicting Deadlines

Module 2: The Science of Time Management

- Understanding Your Personal Time Management Style
- Setting SMART Goals for Effective Time Allocation
- Implementing Time Blocking and Scheduling Techniques
- Dealing with Time Thieves and Interruptions
- Case Study: A Sales Team Implementing Time Management for Increased Leads

Module 3: Mastering Productivity Techniques

- Applying the Pomodoro Technique for Focused Work
- Utilizing Productivity Apps and Digital Tools
- Batching Similar Tasks for Efficiency
- The Art of Single-Tasking vs. Multi-Tasking
- Case Study: A Marketing Department Streamlining Content Creation

Module 4: The Psychology of Procrastination

- Understanding the Root Causes of Procrastination
- Strategies for Overcoming Fear of Failure and Perfectionism
- Breaking Down Large Tasks into Smaller, Manageable Steps
- Building Momentum and Rewarding Progress
- Case Study: An Entrepreneur Launching a New Product Despite Initial Hesitation

Module 5: The Power of Effective Delegation

- Identifying Tasks Suitable for Delegation
- Choosing the Right Person for the Task
- Providing Clear Instructions and Expectations
- Empowering and Trusting Team Members

- Case Study: A Senior Executive Freeing Up Time Through Effective Delegation

Module 6: Managing Information Overload

- Strategies for Efficient Email Management
- Organizing Digital Files and Information
- Filtering and Prioritizing Information Intake
- Utilizing Note-Taking and Knowledge Management Systems
- Case Study: A Research Team Managing Large Volumes of Data

Module 7: Understanding Workplace Stress

- Identifying Common Sources and Symptoms of Workplace Stress
- The Physiological and Psychological Effects of Chronic Stress
- Recognizing Your Personal Stress Triggers
- The Importance of Self-Awareness in Stress Management
- Case Study: An IT Professional Dealing with High-Pressure System Outages

Module 8: The Practice of Mindfulness and Meditation

- Introduction to Mindfulness Principles and Practices
- Simple Meditation Techniques for Stress Reduction
- Integrating Mindfulness into Daily Work Routines
- The Benefits of Mindful Communication and Listening
- Case Study: A Customer Service Representative Using Mindfulness to Handle Difficult Clients

Module 9: Implementing Relaxation Techniques

- Deep Breathing Exercises for Immediate Stress Relief
- Progressive Muscle Relaxation Techniques
- Visualization and Guided Imagery for Relaxation
- The Role of Physical Activity in Stress Management
- Case Study: An Accountant Managing End-of-Month Financial Reporting Stress

Module 10: Building Personal Resilience

- Understanding the Components of Psychological Resilience
- Developing a Positive Mindset and Cognitive Restructuring
- Building Strong Social Support Networks
- Learning from Setbacks and Embracing Change
- Case Study: A Startup Founder Navigating Business Challenges with Resilience

Module 11: Achieving Work-Life Balance

- Identifying Your Personal Work-Life Balance Needs
- Setting Boundaries Between Work and Personal Life
- Prioritizing Self-Care Activities
- Managing Time and Energy Effectively Across Domains
- Case Study: A Working Parent Integrating Career and Family Responsibilities

Module 12: Optimizing Your Workspace and Environment

- Creating an Ergonomic and Organized Workspace

- Minimizing Distractions and Enhancing Focus
- The Impact of Physical Environment on Mood and Productivity
- Incorporating Elements of Nature and Well-being
- Case Study: A Remote Worker Designing an Effective Home Office

Module 13: Communication and Collaboration Under Pressure

- Effective Communication Strategies During Stressful Situations
- Building Trust and Rapport with Colleagues
- Conflict Resolution Techniques for High-Pressure Environments
- The Importance of Empathy and Active Listening
- Case Study: A Cross-Functional Team Collaborating Effectively During a Crisis

Module 14: Planning and Goal Setting for Long-Term Success

- Developing a Personal Strategic Plan
- Setting Long-Term Career and Personal Goals
- Breaking Down Long-Term Goals into Actionable Steps
- Regularly Reviewing and Adjusting Your Plans
- Case Study: An Individual Achieving Significant Career Advancement Through Strategic Planning

Module 15: Maintaining Momentum and Preventing Burnout

- Strategies for Sustaining Motivation and Focus
- Recognizing and Addressing Signs of Burnout
- The Importance of Regular Breaks and Recharge Time
- Cultivating a Growth Mindset and Continuous Learning
- Case Study: A Seasoned Professional Maintaining High Performance Over a Long Career

Training Methodology

This training course will utilize a blended learning approach incorporating:

- Interactive lectures and discussions
- Individual and group exercises
- Practical case studies and real-world examples
- Role-playing and simulations
- Self-assessment tools and reflection activities
- Action planning and goal-setting sessions
- Q&A sessions and peer learning

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Register Online Now

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