

# STRESS & TIME MANAGEMENT



## TIME is GOLD.

If not managed properly, it leads to unwanted STRESS.

**Good stress management increases productivity & profitability.**

Today, one of the most commonly used words in daily communication is 'stress'. Stress has done so much harm in the last thirty years but it was hardly heard of in the mid 1900s. Corporate organizations spend thousands of dollars every year on medical bills for their employees and most of these medical bills are the results stress related issues.

### *How does good Stress & Time Management benefit individuals and corporate organizations?*

- To reduce staff medical leave days
- To lower staff turnover rate
- To boost staff's morale and performance
- To increase productivity and profitability

The organization's success is very much dependent on its employees. Therefore it is extremely important for the employees to be able to manage time and stress in order to be productive and produce quality output. This can only happen when they are stress free.

Learning methods include, knowledge sharing, games, brainstorming, case studies, presentations by participants and group activities.

This program is designed to help participants to

- ✓ Manage time effectively by setting priorities, goals and understanding the difference between urgent & important tasks.
- ✓ Create and implement a time management plan.
- ✓ Handle interruption & eliminate time wasters.
- ✓ Use modern technology in managing time.
- ✓ Understand exactly what stress is, the effects of stress & ways to deal stress more effectively.
- ✓ Improve their attitude & mindset at workplace.
- ✓ Learn how to be cheerful at workplace.

### *Who will Benefit?*

- ✓ Management Staff (All Levels)
- ✓ Sales Staff / Executives
- ✓ Technical and Non-Technical Staff
- ✓ all who require to manage their time and stress in order to increase productivity in their daily job functions.

For more information, please contact

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## Topics to Be Covered (2 days)

### Ice Breaking and Overview

### Stress & Time Management – The Beginning

#### Management of Time

- ✓ Time Management Principle
- ✓ Understanding The Importance of Time
- ✓ Setting Goals
- ✓ Setting Priorities
- ✓ The Difference Between Urgent and Important
- ✓ Making a To-do List
- ✓ Creating a Time Management Plan
- ✓ Implementing The Plan

#### Barrier in Management of Time

- ✓ Obstacles in Managing Time
- ✓ Procrastination
- ✓ Saying No and Its Importance
- ✓ Handling Interruptions
- ✓ Eliminating Time Wasters
- ✓ Identifying Bad Habits
- ✓ The Use of Modern Technology in Managing Time
- ✓ Effective Time Management

#### Getting To Know Stress and Its Effects

- ✓ What Exactly is Stress
- ✓ The Effects of Stress on Mind and Body
- ✓ The Effects of Stress on Emotions
- ✓ The Effects of Stress on Relationships
- ✓ The Effects of Stress on Personal Productivity
- ✓ The Effects of Stress on Finance
- ✓ The Consequences of Stress at Workplace

#### Identifying Stress

- ✓ The Symptoms of Stress
  - Physical and Emotional
- ✓ Knowing Yourself Better – How your attitude and mindset contributes to stress
- ✓ Guilt and Stress

#### Relaxation Technique

- ✓ How to combat stress
- ✓ Tips on how to sleep better

### The Benefits of Managing Stress in a Workplace

### Living a Stress Free Life

## Trainer's Background

**Akashdip Singh**, has more than 13 years of corporate experience and involved in the Training and Development field for more than 10 years. This gave him a special edge to share his knowledge in the areas of Motivation, Management and HR related topics, Presentation Skills, Team Building, Goal Setting, Customer Service, Customer Relationships, Supervisory Skills and issues related to People Skills.

Akash graduated with a Bachelor of Mechanical Engineering (Hons) Degree from University Technology of Malaysia (UTM); which meets the current academic requirement for standing as a Professional Engineer in Australia.

He started his career as an Engineer with Maxis Communications and later on, moved into managerial position. His last held position was as a Project Manager with YTL. He did his internship with Tenaga Nasional Berhad and Rothmans of Pall Mall. He has sound knowledge and rich experience in the Telecommunications, Energy and Manufacturing field.

One of Akash's main job responsibilities in his corporate capacity was to ensure customer satisfaction is not only met, but exceeded. He has vast experience in dealing with internal and external customers and managing customer relationships. Utilizing on his sound technical and people skills, Akash was assigned a key role as the coordinator between the technical and non-technical departments.

His passion lies in developing people by sharing his experience and exposing them to a variety of corporate games, then relates the learning to their work and life. Participants become self-motivated and more productive in their daily job functions. As a result, this benefits the companies they work for, in terms of output and profitability. Akash makes trainings extremely lively, full of zest and just simply creates magic in his sessions.

More than 10,000 executives have benefited from Akash's trainings / speeches. Some of his corporate clients include

- ✓ ALSTOM
- ✓ Intercontinental Specialty Fats Sdn Bhd
- ✓ Malakoff Sdn Bhd
- ✓ Malaysian Assurance Alliance (MAA) Bhd
- ✓ Maxis Communications

Akashdip has vast experience conducting trainings in Malaysia, United Kingdom, Australia, Singapore, Indonesia, India, Philippines, Thailand, Uganda, Kenya, South Africa and Zambia. He speaks fluent English and Bahasa Malaysia.