

Time and Stress Management

by Ms Roberta Cava



Date: 24 May 2007

Time: 9 am – 4 pm

Venue: Swissotel Merchant Court, Singapore

Fees: S\$495 nett person (Group discounts for 3 persons and above)

Outline:

If you can't manage your time - your stress level goes up. This one-day seminar shows participants how to have more control over their time, not only at work but in their private lives as well; helps them determine what is causing their stress and how to alleviate those stressors. Specific topics that will be covered include the following

Time Management

- * The 10 Principles of Time Management
- * The "Swiss Cheese Approach" to the completion of complex tasks
- * The differences between Priority A, B and C tasks
- * Why Daytimers and "To Do Lists" are so important
- * Time Wasters and their solutions
- * Time-savers bosses and their secretaries may use to work more efficiently as a team

Stress Management

- * The differences/similarities in positive and negative stressors
- * The physical reactions people have when under stress
- * The difference between Stress and Distress
- * The differences between Type "A" and Type "B" behaviour
- * The three areas of life where stress can occur
- * The three kinds of stress
- * The negative results stress has on people
- * The proper use of talents and abilities
- * The recommended ways to relieve stress
- * How you can determine if you are a Workaholic
- * What signals point to "Burnout"

For enquiries / registration, please contact:

Partners Conference & Event Management Pte Ltd (Reg. No. 200210370R)

Tel: 65-6288 1273 Fax: 65-6288 1293 Email: enquiries@partners-conference.com

Website: www.partners-conference.com