Management & leadership · ML99

Setting Priorities, Time Management & Stress Reduction

Online · 13 - 17 Dec 2026

Date	Venue	Duration
13 - 17 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**ML99**	**English**

Introduction

Successful people set goals and objectives for themselves. They know what they need to do, and how they need to do it and have a strategy in place to help them get there. One of the key skills required to be successful and add value to your organisation is the ability to plan and prioritise your day.

Time is one of our most valuable resources, but it is not always managed as effectively as it could be. This can create a stressful work environment, preventing you from being successful and reaching your goals.

Most people deny being stressed or affected by internal or external workplace factors. Organisations must recognise stress in their employees and train staff and management on how to manage stress productively as the cost of stress to the employer continues to rise. According to a recent survey, 1 in 5 people reports their work to be very or extremely stressful, citing the nature of their work, workplace relationships, or their employer as the source.

This highly interactive course will provide you with the tools and techniques you need to manage your time and stress in a proactive and effective manner.

This course will focus on:

- How to set yourself realistic goals and objectives
- The Importance of Planning and Prioritising daily, weekly and monthly
- The Role of Effective Communication in managing your day more effectively
- Techniques to Manage Workplace Stress
- How to manage the demands of others who want/need your time

Course Objectives of Setting Priorities, Time Management & Stress Reduction

At the end of this course, you will acquire to:

- Set yourself meaningful goals and objectives
- Plan, prioritise and manage your time more effectively
- Communicate positively and assertively with time stealers
- Run more effective meetings and delegate effectively
- Identify and reduce stress in yourself and others

Course Methodology of Setting Priorities, Time Management & Stress Reduction

Participants to this course will receive thorough training on the subjects covered by the course outline with the instructor utilising a variety of proven adult learning teaching and facilitation techniques.

The training course methodology includes trainer delivery combined with individual and group exercises to reinforce key messages.

All learning styles are addressed and mediums such as video, small group role-play, questionnaires, games, and discussions are used to ensure the training is fun, engaging, and empowering.

Organisational Impact of Setting Priorities, Time Management & Stress Reduction

Companies who invest in this course are providing employees with the opportunity to gain a set of skills and knowledge that will benefit the productivity of the individual and the business.

- This training course introduces delegates to the benefits of goal and objective setting, which in turn will allow employees to become more effective and productive.
- Delegates are shown how to take charge of their day, make the best use of their personal best times of the day, and plan their workload to ensure that personal and company objectives are consistently met.
- This training course provides delegates with the skills and strategies to be more productive, effective, and better able to manage workplace stress.
- By providing employees with a clear understanding of why they feel stress, and providing them with the tools to manage it, companies are fulfilling their obligation to protect their employees.

Personal Impact of Setting Priorities, Time Management & Stress Reduction

By learning how to set priorities, manage your day and manage stress effectively, delegates can expect to feel a greater sense of achievement not only at work but in their personal life.

- Each delegate will set their own goals and SMART objectives that they can use for their life, work, and personal goals.
- You will create your work plan that you can use to prioritise and manage your day more effectively
- You will learn empowerment techniques that will allow you to communicate more effectively with others who might be looking to take your time
- Each delegate will have the opportunity for self-analysis through questionnaires designed to help

you understand your own and others behaviour
- You will learn how to recognise the signs of stress and how to manage them accordingly
- Delegates learn how to relax, regain control and focus on taking personal ownership and responsibility for their state of mind and achieve positive outcomes in any situation

Target Audience of Setting Priorities, Time Management & Stress Reduction

This course is aimed at professionals who want to take better control of their time and be more productive.

It will also benefit those who find their working environment quite stressful and want to take control of reducing stress

This course is suitable for a wide range of professionals but will greatly benefit:

- All Professionals
- Supervisors
- Personnel Professionals
- Training Professionals
- Occupational Health Specialists
- Health and Safety Professionals
- Employees on any organisations that demand more from them, anyone that has to manage stress and pressure at work, meet deadlines & deliver results

Course Outline of Setting Priorities, Time Management & Stress Reduction

DAY 1

Managing Yourself and Your Day

- Goal Setting – Why have goals?
- Setting SMART objectives to achieve your goals
- Planning and Scheduling your activities
- Establishing Responsibilities and Priorities
- Effective Use of Diaries, Time Planners, Time Logs, etc.
- Criteria for Prioritising using the Urgent and Important Model
- My Perfect Day – When are you at your best?

DAY 2

Personal Time Management Styles and Communication

- You’re Time Management Style – Productive or Obstructive?
- Highlighting Personal ‘time stealers and Areas for Development
- Procrastination – The Stealer of Time
- Dealing with Interruptions and Distractions – Staying Focused
- Communication Styles and How to Use Positive Communication to Aid Productivity
- Empowerment Techniques – Learning when to push back using the WISH model

DAY 3

Effective Meetings and Delegation

- Meeting Preparation – What tools do you need?
- Managing the Meeting – time-keeper, note taker, chairperson
- Tips and Techniques for Effective Meetings
- What does effective delegation look like?
- Styles of Management that Aid and Hinder Delegation
- How to delegate successfully?
- Understanding How people learn
- The Use of Feedback in the Delegation Process

DAY 4

Understanding Workplace Stress and its Causes

- What is Stress?
- What contributes to Workplace Stress? – The top ten causes
- The Impact of Stress on Personal Performance – The Positive and Negative Effects of Stress
- Recognising the Signs of Stress in ourselves and others
- Tips and Techniques for Managing Stress
- Maintaining an Effective balance between Home and Work

DAY 5

Managing Workplace Stress through Behaviour and Communication

- Understanding Behaviour Types: Passive, Aggressive, Passive Aggressive and Assertive
- How our thought process affects our behaviour?
- Developing Self-assertiveness to achieve greater control over Stress
- Conflict Management – a common cause of stress
- Analysis of Individual conflict Management Styles
- Using Emotional Intelligence to Manage Stress and Conflict Situations

Register or ask about this course online

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