

It should not be a surprise to learn that stress is costing the British economy alone in excess of £70 billion annually. This widespread, elusive 'dis-ease' is creeping up on people at various levels of operation and at multiple stages of their careers.

As with most problems, prevention is better than cure, and the opposite of stress is better management of time which means better self-discipline.

## What You Will Learn

### (I) Dealing With Stress – Reducing & Getting Rid Of It

- Clarifying The Source Of Stress
- Facing-up To The Issues & Dealing With Pressure
- Letting-go Of Negativity & Limiting Patterns
- Conquering Doubt, Fear & The Inner Voice
- Mastering The Power Of Affirmations
- Keys To Leading A Natural, Principle-centred Life
- Using The Vital Life Force & Vision To Regain Control



## (II) Prevention Of Stress - Developing A Strategic Personal Life

- Knowing When To Delegate Or Outsource
- The Power Of Scheduling & Committing
- Taking Longer-term Perspectives In Planning
- Setting Goals, Prioritising Focussing And Achieving
- The Art Of Self-management & Having A Balanced View
- Beating The Urgency Addiction & Reactionary Approach
- Maximising The Beauty Of The Human Endowments
- Identifying All Roles & Responsibilities - & Fulfilling Them

### Who

This learning day is important for all those who need to grasp the fundamental understandings and techniques in time management – helping you to gain the winning formula for staying on top of the game for both work and life.

### Benefits

- De-clutter Your Timetable And Work On The Activities That Will Help You Get Maximum Return For Your Time
- Break-away From Chaos And Learn To Organise Your Time To Work Effectively
- Gain Control Of Your Choices So You Stay Focussed On Completing Your Tasks And Achieving Your Goals
- Deal More With Important Matters And Less Of The Urgent
- Reduce And Manage Organisational & Employee Stress
- Get The Vital Techniques To Help You Be More Balanced, Happier And Better Prepared To Deal With Various Life Issues

*Energy is the essence of life. Everyday you decide how you're going to use it by knowing what you want & what it takes to reach that goal. Oprah Winfrey*

*Focus 90% of your time on solutions and only 10% of your time on problems. D'Angelo*

*Take charge of your time and you take charge of your life. 'Everyday is a new life to a wise man'. Bertrand Russell*