

# Advanced Time, Anxiety Management and Ranking

Work Smarter

## Introduction

This Advanced Time, Stress Management, and Prioritisation training course provides you with the most up-to-date, cutting-edge information and abilities for handling stress, prioritising tasks more effectively, and managing your time. You will get special skills from this training programme to manage your stress at work and in your personal life. You will receive the most up-to-date scientific information on time management and how to set priorities so that you may effectively navigate the demands of your professional life.

The workforce of today faces intense obligations both at work and at home. Our stress levels may increase depending on how we handle these obligations and what's going on in many aspects of our lives. This training programme will teach you how to regulate your body, mind, and heart holistically and how to cope with errors in your views. You will become a more capable leader and conquer the obstacles that caused you great stress.

**The following abilities will be developed by participants in this advanced time, anxiety management, and ranking training course:**

- Develop virtuous and effective leadership behaviours.
- Recognise your feelings and how to react appropriately
- Methods for setting priorities for activities both at work and at home
- Boost your capacity to handle stress
- Encourage their organisation by efficiently delegating

## Objectives

**The following goals are the focus of this Course N Carry Advanced Time, Anxiety Management, and Ranking training course:**

- Determine the workload of the leader.
- Recognise how critical it is to comprehend his or her feelings, behaviours, and personality.
- Understand how crucial emotional self-control is to effective leadership.
- Develop the ability to arrange your time effectively.

- Determine which tasks in the workload can be assigned to others.
- Learn how to provide others with constructive criticism.
- Employ coping mechanisms to manage stress.
- Set priorities and schedule your work to be productive.

## Training Methodology

To ensure that the participants get the most out of this Course N Carry training course, it incorporates case studies and video content with presentations of real-world instances. Participants will be invited to share their experiences from the workplace.

## Organizational impacts

- Boost the organization's efficiency
- Team members collaborate more effectively.
- Decrease tension inside the workplace
- Develop your capacity for relationship management and network building.
- Creative collaboration & business revolution

## Personal Impact

- Improved capacity for self-motivation
- Using techniques for stress management
- Improved time-management strategies
- Delegation skills to ensure best team performance
- Managing stress by establishing the appropriate priorities

## Who should attend?

**Professionals in a variety of fields can benefit from this Course N Carry Advanced Time, Anxiety Management, and Ranking training course, especially those in:**

- Anyone interested in learning time and stress management techniques
- Roles of Leadership
- Supervisors and Managers

## Course Outline

# Day 1

## Grow become a Healthy Leader

- Analysis of workload
- Increasing one's own output
- Recognising feelings, routines, and personality
- Develop emotional self-control.
- Techniques for developing sound leadership

# Day 2

## Give It More Time

- Putting things in perspective
- Shifting our viewpoint
- Establishing SPIRIT objectives
- Tips for effective planning
- Figuring out how to improve time management
- Ways to prevent putting things off

# Day 3

## Effective Assignment

- Why assign work to others?
- Selecting what to assign
- Delegation levels
- Selecting the appropriate individual
- Delegation exercises
- Providing constructive criticism

# Day 4

## Lessen Your Tension

- Recognising stress
- Taking good care of both your body and mind

- Handling stress at work
- Techniques for handling daily stress

## Day 5

### Setting sensible priorities

- The advantages of setting priorities
- How to set priorities for your job
- Activities to establish priorities
- Tools for setting priorities
- Individualised action strategy