

OVERVIEW: Time and Stress Management

Aligned to unit standard: 15234

"Apply efficient time management to the work of a department."

NQF level 5, with 4 credits

Effective time management enhances productivity, work-life balance, and job satisfaction, providing a solid foundation for personal growth and career advancement. There's no doubt about it - we must be better organised in order to succeed. The challenge is that so much time is spent in meetings, handling interruptions and carrying out unplanned activities that when it comes to getting real work done . . . we've often run out of time.

Module 1

Getting Started

Many people spend their day in a frenzy of activity. They achieve little because they are focussed on the wrong things.

- Understand the consequences of allocating too much time to unproductive activities
- The goose that laid the golden egg: the roles you play in life and at work
- Apply practical and flexible solutions to maximise time efficiency

Module 2

Time Robbers

Taking control of our time is easier if we understand how we are currently using it. If we get an accurate picture of how we are spending our time, we will know where we are wasting it and how to use it more effectively.

- Are you caught in a time trap?
- Identify the root causes of poor time management
- Identify the top time wasters that impact productivity and minimise their negative influence
- Identify external factors that affect effective time management
- How much do time wasters cost
- How to prioritise practically
- How to schedule your priorities: a visual approach
- Scheduling tips

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Module 3

Temperaments and Time Management

We claim that effective time management is a top priority and that we must be organised, yet our behaviour may not match our goals. Our personality type and patterns of behaviour can often sabotage our attempts at time management.

- Determine your dominant and secondary personality style
- How do these styles impact your ability to manage time? An indepth discussion
- What can you start and stop doing in order to manage time?

Module 4

Managing Stress

When you're overwhelmed, it's challenging to prioritise tasks effectively or maintain a clear sense of direction, leading to procrastination or burnout. By managing stress, you can maintain a calmer mindset, that helps you stay organized and make better use of your time.

- We all make choices, and stress is a choice
- When does stress happen and is the nation's number one killer?
- The stress graph and how it impacts productivity
- How to tackle stress

Module 5

The Personal Side of Time

Why is it that when we are under pressure at work our home lives suffer? We may increase our wealth, but our personal lives become impoverished. Personal relationships need nurturing, our hobbies and interests beg for attention. How do we find balance, or does it even exist?

- Understanding the need for balance in work and life
- Set and prioritise your personal goals
- Create a home activity log to identify where time is wasted on the home front
- Schedule your personal tasks
- Capture and eliminate time robbers on the home front
- The pay-offs and the consequences of balance versus imbalance

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Module 6

Goal-Setting

Goal setting is a crucial part of effective time management because it provides clarity, direction, and purpose. By clearly defining what you want to achieve, you create a roadmap for your activities, helping you focus on what truly matters. This focus reduces the chances of wasting time on unproductive tasks or distractions, allowing you to allocate your time more efficiently.

- Create your own mission and vision statements
- Follow a practical process to achieve your goals
- How to move your goals into tasks