



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Manage Time and Stress for Better Performance

Overview

This course helps delegates apply time management and stress management techniques in their work and personal lives. The ultimate goal is to empower participants to increase productivity, improve well-being, and achieve sustainable performance by managing their time more effectively while maintaining healthy stress levels.

Objectives

On completion of this course, delegates will be able to:

- Identify priorities, set realistic goals, and create efficient schedules for optimal time use.
- Recognise personal and workplace stressors and apply practical coping strategies.
- Set SMART goals and implement strategies to achieve them.
- Establish healthy boundaries to improve work-life balance.
- Continuously improve by seeking feedback and adapting strategies to changing environments.
- Delegate tasks effectively to maximise efficiency and resources.
- Apply digital tools and apps to streamline scheduling, reminders, and workload management.
- Develop resilience techniques to remain calm and focused under pressure.

Course Prerequisite

Ability to read, write and understand English

Language of Delivery

English

Delivery Methods

The course is facilitated by a skilled subject matter trainer, using a combination of:

- Interactive Discussions
- Role Plays & Case Studies
- Practical Exercises
- Videos & Slide Presentations
- Games & Group Activities
- Written Questions and Feedback

Who should attend?

This course is suitable for professionals at all levels across industries who want to enhance productivity, optimise time, and manage stress effectively, including:

- Receptionists
- Sales Staff
- Team Leaders
- Supervisors
- Administrative & Office Staff

Course Outline

This course consists of the following 5 modules

Module 1	Understanding Time & Stress Profiles • Identifying time management profiles • The real value of time • The role of self-management • Recognising time wasters and procrastination • Personality types that waste time (self and others) • Stress awareness: identifying personal triggers and early warning signs
Module 2	Principles of Time Management • The 80/20 principle for productivity • Delegation: process, barriers, and common failures • Prioritising tasks effectively • Overcoming procrastination and backlog • Tools for planning: diaries, appointment books, year planners, electronic organisers • General time savers • Digital calendars and task management apps
Module 3	Planning & Goal Setting • Drawing up time-efficient work plans • Difference between goals and objectives • Developing SMART goals and action plans • Creating and maintaining task lists, rosters, and schedules • Planning for short-term and long-term success • Linking personal goals to organisational objectives for alignment

Module 4	Managing Stress & Work-Life Balance • Understanding stress and its impact on performance • Recognising signs of stress • Assertiveness: learning to say "No" • Managing stress at work with practical strategies • Healthy lifestyle choices for resilience • Balancing work and personal life • Mindfulness and relaxation techniques for daily practice • Building a positive attitude to control stressors and environment
Module 5	Productivity in Action • Running and attending effective meetings • Maximising value from meetings • Managing office organisation and information overload • Staying on top of emails • Overcoming disorganisation in self and others • Creating a personal productivity system for sustainable success

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire