



Interpersonal Skills and Self Development

Time and Stress Management

Course Introduction

Many people feel overwhelmed by all the stress, demands, distractions and interruptions of the working day, so time and stress management are very important skills to have in the modern workplace.

This course will offer some suggestions for keeping the tide of external demands at bay and help you to develop a truly efficient routine and rhythm, away from stress, to your working day. Microsoft Outlook is an excellent tool to help you manage your personal and professional schedules using calendar, task management, to-do lists, appointments, meetings and high-priority items. With these tips and techniques, you'll spend less time planning your schedule, and more time working on what matters most.

Target Audience

- Executive Secretaries
- Executive Personal Secretaries
- Personal Secretaries
- Executive Assistants
- Personal Assistants
- Office Managers
- Administration Managers
- Management Secretaries
- Senior Assistants

Learning Objectives

- Learn the benefits of being organized
- Acquire the necessary skills to prioritize their work

- Successfully manage their time with Outlook 2016
- Effectively deal with stress
- Acquire the basic knowledge for living a stress-free life

Course Outline

• 01 Day One

Introduction to Time Management

- Benefits of Being Organized
- Time Management Tips
- The Right State of Mind
- Work With Procrastination
- Get it Done Tomorrow
- Be More Effective
- Getting Things Off Your Mind
- Review Your Commitments
- Save time by successfully creating, sending, reading and working with your E-mail messages
- Adjust your setting message options and correctly use the search folder
- Waste less time by properly using contacts and group them in contact groups
- Be more productive by adding and managing your own tasks
- Accomplish more by creating and sending appointments
- Manage your time by creating events and working with the calendar
- Spend less time by scheduling and managing your meetings

• 02 Day Two

- Be more efficient by inserting advanced graphs, charts and objects in your E-mail
- Make use of your limited working hours by efficiently sorting, filtering, organizing and searching your messages
- Synchronize your calendar with your mobile to check your tasks on the go
- Use the To-Do list time saving feature available in Microsoft Outlook
- Use the Electronic Business Card time wastless module
- Be effective by easily exporting and backing up all your messages and contacts

- Save time by sharing workspaces and delegating access to mail folders

• 03 Day Three

- Why do we experience stress?
- How do you deal with stress?
- What happens in our body?
- Stress test
- What are cognitive relief strategies?
- 10 Cognitive relief strategies
- Using the Stress Solutions Worksheet for Any Occasion
- What are physical relief strategies?
- 10 Physical relief strategies
- What are sensory relief strategies?
- 10 Sensory relief strategies
- What are emotional relief strategies?
- 10 Emotional relief strategies
- Reacting vs. Responding and How to Choose

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 21, 2025	April 23, 2025	3 days	3250.00 \$	UAE - Dubai
July 6, 2025	July 8, 2025	3 days	1550.00 \$	Virtual - Online
Oct. 27, 2025	Oct. 29, 2025	3 days	4950.00 \$	USA - Texas