

## DEALING WITH STRESS & COPING WITH OVERLOAD: *to be less stressed and in control!*



### Introduction

Do you feel that there is too much to do in too little time? Are you often overwhelmed, stretched, and stressed? Do you want to feel calmer, in control and on top of your game?

Wouldn't it be great **to be** less stressed, more in control and able to cope with the competing demands that scream for your attention? Through this workshop you will develop the skills to identify priorities, to deal with distractions, to manage communication overload, manage stress and to use planning tools effectively every day.

### Workshop Benefits

Through this workshop, you will learn the skills that will enable you **to be** able to:

- Clarify the habits and behaviours that are holding you back so you can address them
- Recognise what stresses you out and find ways to effectively deal with stress
- Stay focused every day
- Apply a goal-setting process that gets results
- Reduce stress and frustration
- Generate self-confidence and renewed energy
- Effectively achieve personal and organisational goals
- Learn how to gain control of the chaos and the competing demands so you can focus on what's most important
- Identify your key priorities
- Increase your confidence as you gain more control over your personal and professional activities
- Manage communication overload and deal with distractions

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### Workshop Content

The programme is engaging, highly interactive, and designed to leave participants with practical skills for getting the right things done with the least amount of stress, in the rapid pace of today's world. The programme will cover the following key themes:

<p><b>Recognising Stressors:</b></p> <ul style="list-style-type: none"> <li>✘ Know your own stress triggers and how stress affects you physically, emotionally, and how you think.</li> </ul>	<p><b>Coping with Stress:</b></p> <ul style="list-style-type: none"> <li>✘ Learn tips and techniques to enable you to deal more effectively with stress and reduce your stress levels.</li> </ul>
<p><b>Preventing Stress:</b></p> <ul style="list-style-type: none"> <li>✘ Simple maintenance tips you can apply to prevent stress levels rising.</li> </ul>	<p><b>Clarifying your Focus:</b></p> <ul style="list-style-type: none"> <li>✘ Chart the essential stages in reaching the point of effective action on the right things:</li> <li>✘ Identifying values</li> <li>✘ Setting goals</li> <li>✘ Planning weekly, and</li> <li>✘ Completing daily activities.</li> </ul>
<p><b>Priority Management:</b></p> <ul style="list-style-type: none"> <li>✘ We use a tool for participants to analyse in a graphic way how time is spent, and to teach the concept of spending more time – doing what is important.</li> </ul>	<p><b>Staying in Control:</b></p> <ul style="list-style-type: none"> <li>✘ Choose proactive responses and focus on the things you can control and influence.</li> <li>✘ Learn to take responsibility for your attitude and actions so you can have them work for you.</li> </ul>

### Programme Duration and Structure

In preparation for learning, participants will analyse how they currently cope with stress. Each participant will develop a learning agenda and outline the results they want and the time frame for achieving them. We recommend that participants receive a one to one coaching session prior to the workshop to support them in identifying their priority stress management needs. The workshop itself focuses on the practical application of tools and techniques and following the workshops, we recommend a one to one coaching session for all participants to support them with the application on their action plan. As part of the programme follow-up, participants will have the option to receive ongoing coaching support to help them in the implementation of their learning agenda. Proposed structure: 30-45 min one to one coaching session, followed by one day workshop, then 30-45 min one to one coaching session. (1 day *on-site pre-workshop* coaching, 1 day workshop, one day *on-site post-workshop* coaching).

**Duration:** 1 day workshop with one pre and one post coaching session.