

CONTINUING EDUCATION

COURSE OUTLINE – Successfully Managing Time and Stress

INSTRUCTOR: Varies

PHONE: 780-539-2975

OFFICE: M105

E-MAIL: ce@gprc.ab.ca

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS: Course materials are supplied.

CALENDAR DESCRIPTION:

Have you ever felt as if you don't have enough hours in the day to finish what you have planned to do, while others manage to accomplish their goals on time? Time management is not about squeezing as many tasks into our day as possible. It is more about effective prioritizing and organizing our workload, and learning how to eliminate procrastination and time-wasting habits. By including it in our own personal development plan, we will not only see our productivity rise, but our stress levels reduce.

An elective course in the Management Essentials Certificate Program, 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 to your working day. It will explain what stress is, how to identify stressors, and provide a three-option method for addressing any stressful situation. You will also gather a toolbox of personal skills, including using routines and relaxation techniques, to help reduce stress in your day-to-day life.

CONTACT HOURS: 12 hours

DELIVERY MODE(S): Face to Face, Video Conference

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive an Acknowledgement of Course Completion certificate. Upon completion of six elective courses, you will receive the Management Essentials Certificate for the program.

EVALUATIONS: Successful completion of a written Evaluation of Learning.

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Module 1: Getting Started

- Workshop Objectives

Module 2: Understanding Stress

Defining Stress and How it Affects Us
Ways to Look at Your Stress
Understanding Stress
Stress and Your Health
What is Stress About?

Module 3: Mental Strategies

- Changing Ourselves
- Creating a Stress-Reducing Lifestyle
- The Triple "A" Approach
- The First A: Altering the Situation
- The Second A: Avoiding the Situation
- The Third A: Accepting

Module 4: Stressful Situations

- Coping with Major Events
- Stress at Work
- Stress at Home
- Knowing When to Seek Help

Module 5: Drainers and Fillers

Module 6: Relaxation Techniques

- Environmental Relaxation Techniques
- Physical Relaxation Techniques

Module 7: Routines Save Time and Reduce Stress

- What are Rituals and Routines?
- Example Rituals
- Using Rituals to Maximize Time

Module 8: Introduction to Time – The Critical Resource

- More Effective Use of Time
- Key Issues
- Assess Your Behaviour
- Find Your Prime Time

Module 9: Goal Setting

- Take Constructive Action
- The SMART Way
- Prioritizing Your Goals
- Visualization

Module 10: Prioritizing Your Time

- The 80/20 Rule
- Time Management Matrix
- Being Assertive

Module 11: Time Wasters

- Analyze What Your Timewasters Are

Module 12: Planning Wisely

- Planning Tools
- The Master List
- The Glass Jar
- Chunk, Block, and Tackle

Module 13: Organizing Your Space

- De-Clutter
- Managing Workflow
- Filing Systems
- Dealing with Emails
- Using Calendars

Module 14: Managing Your Workload

- Managing E-mail
- Case Study
- Workload Analysis

Module 15: Tackling Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination

Module 16: Delegating Made Easy

- When to Delegate
- To Whom Should you Delegate?
- How Should you Delegate?
- Keeping Control
The Importance of Full Acceptance