

## Stress, Time, Email and Meeting Management

### **Course Description**

A 2-day intensive, interactive, reflective course that helps participants understand how to decrease their daily stress, use their time efficiently, regain control by actively managing emails, interruptions and phone calls, and manage meetings effectively. This course focuses on hands-on exercises, self-awareness and teamwork. It is suited to all staff members.

### **Content Outline**

#### **Stress Management:**

- What is stress?
- What are the signals?
- How to cope?
- How to use stress actively?
- Avoiding burnout

#### **Time Management:**

- How to make time work for you
- Personal productivity
- Setting priorities
- Using checklists and deadlines
- Goal setting

#### **Email Management:**

- Email etiquette
- Do's and Don'ts
- How to write effective emails
- How to send effective emails

#### **Meeting Management:**

- Roles and Responsibilities
- Is this meeting necessary?
- The meeting process
- Ground rules
- 8 steps to success

### **Methods**

The course is interactive, fun, and interesting. We keep the participants actively involved throughout these intensive 2 days, using a little theory, and then immediately practicing in a safe, comfortable environment. Participants walk out with real skills that they can start to apply immediately.