

**TIME, PRIORITY AND STRESS MANAGEMENT SKILLS**  
**1 or 2 Days**

**Virtual | Blended | Online | Classroom**

*(Credits gained towards Further Education and Training Certificate: Generic Management, NQF 4)*

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## 1. UNIT STANDARD

### **Prioritise time and work for self and team**

Unit Standard: 242811

NQF Level: 4

Credits: 5

## 2. PROGRAMME OVERVIEW

Time never stops moving. We cannot turn back the clock. Every day, the moments march on. In each moment, each of us chooses what to do.

In business, time is money. The team that most effectively uses the time it has every day, is the team that succeeds when others fail. Effectively using the time that we have can be quite a difficult and stressful challenge. Failing to get everything done in a given day can be depressing. This is why successful time management requires effective stress management and efficient priority management.

Our **Time, Priority & Stress Management** course empowers delegates to assess their behavior and that of their team in the workplace. Delegates learn how to create and maintain effective task lists for themselves and their team, and to prioritise those tasks for optimum efficiency. They will also learn how to use effective time management tools to plan and implement a work schedule.

## 3. LEARNING OUTCOMES

At the end of the **Time, Priority & Stress Management** course, delegates will be able to:

- Create, implement and maintain a personal and team task list.
- Use and maintain a diary.
- Prioritise personal and team tasks.

***Growing People...Building Talent...Creating Leaders***

***Accreditation and Certifications***

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, ICDL, IMM,  
MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

## 4. TARGET AUDIENCE

Everyone within an organisation who feels there's not enough time in a day to get to the things that really matter, both personally and professionally. This course will teach you effective time and stress management strategies that will enhance your quality of life.

## 5. OUTLINE

<b>Module 1: Understand time as a Business Resource</b>	<b>Module 2: Planning</b>
Similarities and Differences from other Resources Portrait of an Effective Time User The Concept of Productivity Assess own Time behaviour	Setting Objectives Covey's Generations of Time Management Urgency and Importance: The Time Management Matrix ABC's of Prioritising Tasks Dealing with Neglected Tasks
<b>Module 3: Getting Organised</b>	<b>Module 4: Procrastination, Crises and Delegation</b>
The 5 Step Approach Time Keeping: Ethical and Practical Issues The role of Corporate Pace in Time Management	Why do we Procrastinate? Reasons for Procrastination and how it is overcome Crises: How to Handle Them, How to Prevent Them The Core Principles of Effective Delegation
<b>Module 5: Time Management Tools and Techniques</b>	<b>Module 6: Stress Management</b>
Time Killers Your Work Station Diary Systems To-Do Lists The Telephone Paper-Processing Systems Task Attack Strategies	What is Stress? Types, Causes and Symptoms of Stress Dealing with Stress Assessing your Work Behaviour: Type A and Type B Behaviour  Appendix <b><i>Top One and Five Time Management Template</i></b> <b><i>Time and Stress Management Self-Assessment</i></b>
<b>Module 7: Our New Digital World</b>	
What does it mean to work remotely? Time management: office vs remote working Managing your time remotely Planning and organising your time as a remote worker	

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## 6. TRAINING METHODOLOGY

All training interventions can be facilitated via Online, Virtual Instructor-Led Training, Face-to-Face, or through a Custom Blended approach.

This state-of-the-art Skills Programme is designed to run at a high level of participation and interaction, where delegates are involved in role-plays, rating exercises and case studies. Video clips are used for understanding and integration.

Upon completion, a report will be provided which will include the facilitator's feedback on the delegates' performance and identifying areas for further development.

## 7. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

**Further Education and Training Certificate:  
Generic Management, NQF 4**

You might also be interested in the following courses. Click on the course name to learn more.

Negotiation around Conflict Situations

Leadership Principles

Operational and Risk Management

Management Skills for Supervisors  
(Performance Management)

Upcoming Events

For in-house or customised training requirements

Get in Touch



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