



# GroomX Announces its Time Management & Stress Management Course

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BANGALORE, KARNATAKA, INDIA, September 20, 2017 /EINPresswire.com/ -- Introduction  
Most of us don't have the luxury of spending the majority of our time on the things that are most important to us. However, successful time management will help you to become more effective in completing tasks. Soon enough, you will be available for spending time on the things that are important to you.

One of the most frequent concerns and complaints of people today is that they don't have enough time to do what they -- or especially their bosses -- want them to do. Consequently, there are many resources with guidelines and tips to manage time more effectively. Time management and stress management often are closely related and discussed together.

## Course Outline

### Phase 01 :

Organizing Your Day.

80:20 Rule or Pareto Principle of Time Management.

Dealing with Common Time Wasters.

Why Delegate?

The Delegation Process | Delegation for Time Management | Delegation for Succession Planning.

Urgent Important Matrix | Making of TODO list & its importance.

Work-life balance : Balancing your life wheel | Ways to manage work-life balance.

Setting realistic goals.

A more focused approach to daily and long-range tasks.

How to schedule tasks in accordance with your true priorities.

How to setup and use a personal time and task management system.

### Phase 02 :

Causes and Effects of Stress.

How Can we Manage Stress Better?

How much Stress is too much Stress?

What can Management do to Minimize Stress at Work?

Basic tools to beat stress : The mind body balance.

Coping with Major Events : Establishing a support system | Creating a plan | Knowing when to seek help.

Our Challenge to You :

Creating a stress log.

Week One: recording events.

Week Two: identifying stressors and creating a plan.

Week Three: creating new habits.

Reviewing and evaluating phase.

## Conclusion

We can use our time more wisely – even gain a greater sense of control over our lives – by applying

some effective time management techniques.

Time management is not very difficult as a concept, but it's surprisingly hard to do in practice. It requires the investment of a little time upfront to prioritise and organise yourself. But once done, you will find that with minor tweaks, your day, and indeed your week and month, fall into place in an orderly fashion, with time for everything you need to do

Tip : Role of "Gumption"

Everything good usually starts with gumption. It's picking yourself up, deciding that you could be happier, that you want to be happier - and then doing one small thing to get you started and keep you going. Boredom and blaming are the opposite of gumption. Stress and time management start with gumption. It's the trying that counts. Poor time and stress management often comes from doing the same thing harder, rather than smarter.

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