



FREEDOM ENGLISH ACADEMY
Free coaching for better jobs

STM 30 - Time and Stress Management

Duration: 1 Day

v25.11.19

Objectives:

- Participants should be able to understand the symptoms, causes, and effects of stress.
- Participants should be able to learn how to handle stress by prioritizing and managing time efficiently.
- Participants should be able to see the benefits of focusing on a task rather than spending time on activities which relax them.

STM 30 - Time and Stress Management

Day 1

Time	Objective	Activity	Description
9:00 – 9:15	To make them comfortable and share the objective of the day	Like and Take Away	Share one thing that stresses and one thing that relaxes them. Objectives: <ul style="list-style-type: none"> • Understand stress • How to deal with it • How to manage time
9:15 – 09:45	To understand the symptoms of stress	Talk and Fill	Give the participants the survey in Appendix 1. Request them to pair up and fill the sheet for each other. The participants should be able to understand what they go through when they are under stress.
09:45 – 10:15	To understand what causes stress	In and out	Divide the class into 4 groups. Request each group to form a circle facing outward. Ask them to come up with as many words as possible related to what causes stress. Request the participants to face each other in the circle and share what they have written. Request them to come to the board and paste their sticky notes to form the word "STRESS" and have a gallery walk to look what others have contributed to the causes of stress.
10:15 – 10:45	To understand how it affects their work and others around them.	Think and Act	The participants will think of a word to show and act. Others will try to guess. The trainer puts the words on "STRESS".
11:00 – 11:15	Tea Break		
11:15 – 13:00	How can we deal with stress?	PPT (Prepare and present)	Divide the participants in groups and ask them to prepare a PPT on how we can deal with stress. (Material Required: A4 sheets, colors, pictures, scissors, glue etc.) Participants share the instances where they were stressed and how they could have handled it differently. Trainer to share his/her PPT (Remove/ Change/ Accept)
13:00 – 14:00	Lunch Break + Energizer		

14:00 – 14:45	How to make stress your friend	Video	<p>Kelly McGonial: “How to Make Stress Your Friend” https://www.youtube.com/watch?v=RcGyVTAoXEU</p> <p>Learning from the video: Request everybody to write a sentence about what they learned on a sticky note.</p> <p>Request them to mingle and paste their sentences on the person’s cheek who is right next to them.</p> <p>Ask them to mingle again and help the person in front of them understand what is written on the partner’s sticky note.</p> <p>Debrief: It’s all about how we take stress and deal with it.</p>
14:45 – 16:00	One of the ways to reduce stress - Time-management	Activity	<p>Divide the participants into four groups. Give them the instructions related to the activity:</p> <ol style="list-style-type: none"> 1. You will be given a sheet on which a few tasks are written. 2. Points have been allotted to each task. 3. You will be scoring the points after the task has been done. 4. You have only 10 minutes to complete as many tasks as possible. <p>Debrief:</p> <ul style="list-style-type: none"> • What did you struggle with? • How could it have been better? <p>Give ten minutes to reflect on the following: what could they have done better if they were given the chance again? Why?</p> <p>The objective is to bring out the points which helps in time management</p> <ul style="list-style-type: none"> • Prioritize • Plan
16:00 – 16:15	Tea Break		
16:15 – 16:45	Action Plan : List 5 points that they are going to apply from the workshop from the next day		
16:45 – 17:00			<p>Come up with a saying: Request participants to come up with a proverb that is motivating as far as stress and time management is concerned. Request participants to share it</p>
17:00 – 18:00	Power Hour		

Appendix 1

How do you get to know that you are under stress?



