

## Framework for Workshop – Managing the pace

### Stress affects us all – but what can we do to manage stress and the pace of life?

There will always be stressors in our daily lives but prolonged stress can have a detrimental effect on our health. These workshops will cover tips that employees can incorporate into both their personal and working lives to help them manage their daily stressors. It looks at thinking patterns, time management and simple lifestyle changes that can help boost resilience and assist with managing those daily stressors.

We offer two options for the workshops, please see your options below.

#### Option 1: 1 hour Session

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|------------------------------|---|
| <b>Manage your thinking</b>  | <ul style="list-style-type: none"> <li>• Introduce the principles of the Avoid, Alter, Adapt or Accept</li> </ul>   |
| <b>Manage your time</b>      | <ul style="list-style-type: none"> <li>• How good is your time management – individual exercise to find out?</li> <li>• Using principles of Stephen Covey’s Time Management Quadrant</li> <li>• Effective time management</li> <li>• How to say “NO”</li> </ul> |
| <b>Manage your lifestyle</b> | <ul style="list-style-type: none"> <li>• Tips for living a healthy lifestyle</li> </ul>   |

#### Option 2: 2 Hour Session

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|--|---|
| <b>How vulnerable to stress are you?</b> | <ul style="list-style-type: none"> <li>• Questionnaire and exercise to determine how vulnerable the individual is</li> </ul>  |
| <b>Manage your thinking</b>              | <ul style="list-style-type: none"> <li>• Introduce the principles of the Avoid, Alter, Adapt or Accept</li> </ul>   |
| <b>Manage your time</b>                  | <ul style="list-style-type: none"> <li>• How good is your time management - individual exercise to find out?</li> <li>• Using principles of Stephen Covey’s Time Management Quadrant</li> <li>• Effective time management</li> <li>• How to say “NO”</li> </ul> |
| <b>Manage your lifestyle</b>             | <ul style="list-style-type: none"> <li>• Recognise the things you can’t change</li> <li>• Impact of a healthy lifestyle</li> <li>• What makes a healthy lifestyle</li> <li>• Importance of the 1%!</li> </ul>   |

