

TIME & STRESS MANAGEMENT

OVERVIEW

Conflicts and stress are the elements that occur in life either at the workplace or outside the organisation.

It occurred due to different kind of needs and expectations which normally creates conflicts within customers, suppliers, peer groups, colleagues, supervisors, subordinated, friends and even family members.

This program may assist and give guidelines to prevent and avoid the stress as well as conflicts which may cause pain in our lives.



OBJECTIVES

REALIZE WHAT ARE THE COURSE OF STRESS AND CONFLICTS OCCURRED I WORK LIFE AS WELL AS PERSONAL MATTERS

APPLY WAYS TO AVOID AND PREVENT STRESS FROM CONTROLLING US

USE THE TIME MATRIX AND TIME MANAGEMENT WHICH CAN AVOID STRESS DUE TO MANY TASK TO BE DONE

ENJOY LIFE AND BECOME MORE POSITIVE AND MORE MEANINGFUL.

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