

Self Management in a Pressured Work Environment



Are you looking for **new strategies to cope** with the increasing demands and pace of work?

Do you sometimes look back on your day and say **“Where did the time go?”**

Is it sometimes **difficult to set boundaries?**

In this **highly interactive and hands on program**, participants will:

- Identify the causes of pressure at work including aspects of job, relationships, physical factors and mental factors
- Develop skills for setting priorities that meets all stakeholder's needs: internal / external customers; your team; and you!
- Learn strategies to change counterproductive thinking patterns
- Discover practical approaches to manage interpersonal boundaries



Audience: Leaders and/or Professionals
Format: Activities, lecturettes, and skill practice

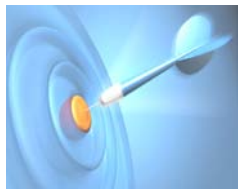
Modules: The Basics of Pressure



Activity: My Self Management Dream*

Content: What is Pressure? Why does it happen? The impact

Activity: Your Pressure Points: job, people, physical, thinking



Strategies for Setting Priorities

Activity: Who are your customers & what do they want?

Content: Is it Urgent or Important?

Activity: Mapping your Importance Grid



Strategies for Setting Boundaries

Activity: Taking a Stand on the Assertiveness Contin

Content: Being Assertive

Activity: Practice Making Requests

Content: Handling Requests by Discussing Options

Activity: Case Studies



Strategies for Handling Pressure

Content: 3 Thinking Patterns that create Stress & How to Change them

Activity: Being Optimistic in the Face of Difficulty



Materials: Workbook; Leadership Essential Cards

* About 100 postcards are placed on the tables in the room. Postcards have pictures, images, symbols, diagrams. Some are realistic landscapes, some have funny animal scenes, and others are abstract. Each person picks one that they think best answers the question put to the class and discusses with others.