



LEADERSHIP AND MANAGEMENT DEVELOPMENT

Time, Stress Management and Prioritisation

3 day course

Classroom, online or in-house

Course overview

Most time management fails because the underlying problem is not technique but too much work and no agreed basis for choosing between competing demands. This course addresses both halves. Delegates work through prioritisation against actual objectives, the discipline of declining or renegotiating work, planning that survives interruption, and the management of attention rather than merely hours. The stress material is practical: recognising your own early warning signs, the physiological basics, recovery, and the distinction between pressure that improves performance and load that degrades it. Delegates leave with a working system rather than a list of tips.

What you will learn

- Prioritise against actual objectives rather than urgency alone
- Decline or renegotiate work without damaging relationships
- Plan in a way that survives interruption
- Manage attention rather than counting hours
- Recognise your own early warning signs of overload
- Apply recovery deliberately rather than opportunistically
- Distinguish pressure that helps from load that degrades performance

Who should attend

- Managers and professionals with competing demands
- Technical specialists balancing project and operational work
- Administrative and support staff
- Team leaders and supervisors
- Anyone whose workload consistently exceeds available time

Course outline

- 01 Why time management usually fails
- 02 Prioritisation against objectives, not urgency
- 03 Declining and renegotiating work
- 04 Planning that survives interruption
- 05 Attention management
- 06 Early warning signs of overload
- 07 Recovery, and doing it deliberately
- 08 Pressure against load, and where the line sits

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 23 September 2026	Online	Online	R6,500
12 to 14 October 2026	Nairobi, Kenya	Classroom	USD 995
1 to 3 February 2027	Lusaka, Zambia	Classroom	USD 995

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request.



Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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