



# Building Mental Resilience to Boost Productivity through: Stress Management, Time Management & Mindfulness Practices

## OVERVIEW

In the 21st century, stress is an epidemic. It damages our health, our work, our relationships. It destroys families, businesses, and lives. It costs corporations more than 300 billion dollars every year in health costs, absenteeism and poor performance. And one in three adults suffer from the effects of unmanaged stress. More people are seeking therapy and medical treatment for stress related issues than ever before and companies and businesses are reaching out for help.

Besides basic stress management techniques, this course will help you manage your time simply and effectively and become more productive in the process.

Last but not least, this course will lead you to experience awareness of your surroundings at all times, to be a more productive self, in both your personal life and in the workplace. This in-depth course will teach you about what mindfulness is and how it can make your life richer and happier.

## LEARNING OUTCOME

Upon completion of this program, participants should be able to:

- Aware about the high cost of stress
- Identify source of stress
- Do self-assessment of your stress level
- Know how to cope with stress
- Learn and apply effective time management techniques
- Learn to say no and prioritise tasks at work
- Understand what is mindfulness and its evolution
- Learn how mindfulness can help you to lead a better-quality life
- Learn about mindful leadership

## CONTENTS

### PART A : EFFECTIVE TIME MANAGEMENT

**Module 1 – Getting Started – The Power of Time Management**

**Module 2 – Set SMART Goals**

**Module 3 – Prioritisation**

**Module 4 – Planning Wisely**

**Module 5 – Overcome Procrastination**

**Module 6 – Learn to Say NO**

**Module 7 – Delegation of tasks**

**Module 8 – Organizing your environment**

**Module 9 – The Pareto Principle**

**Module 10 – Pomodoro Technique**

**Module 11 – Minimise Distractions**

**Module 12 – Closing**

## **PART B : MINDFULNESS AT WORKPLACE**

**Module 1 – Introduction to Mindfulness**

- What is mindfulness?
- Scientific Researches example
- Myths of Mindfulness
- Benefits of practicing

**Module 2 – Understanding your mind**

- Neuroplasticity & the brain
- Nature of mind
- Observing thoughts
- Breathing exercise

**Module 3 – Mind-Body Awareness**

- Importance of connecting body and mind
- Body sensations
- Body Scan Technique
- Mindful walking
- Mindful Movement
- Mindful Eating

**Module 4 – Managing Emotions**

- Types of emotions
- Identify your emotions & its importance
- Managing difficult emotions
- STOP Practice
- Anger Management

**Module 5 – Mindful Leadership**

- What is mindful leadership
- Leadership qualities in the new norm
- Mindful Listening
- Mindful Meetings
- Receiving and accepting feedback

**Module 6 – The Power of Self-Compassion**

- What is self-compassion
- Power of Self-compassion
- Common self-compassion myths
- Compassion at Work
- Loving Kindness Meditation
- Self-care



## **Module 7 – Applying Mindfulness in Daily Life**

- Recap
- Closing video

## **PART C : STRESS MANAGEMENT**

### **Module 1 – The High Cost of Stress**

- Statistics  
Consequences of Stress to an individual, family and company  
Self Assessment

### **Module 2 –What Is Stress**

- Definition of stress
- Type of stress
- What is stressors
- 5 major source of stress
- 7 causes of stress at work

### **Module 3 – What Stress does and Assessment**

- What it does to our brain
- What it does to our health
- Wheels of Life Assessment

### **Module 4 – Stress Busters**

- Bilateral Stimulation
- Eye Movement Integration

### **Module 5 – Coping Mechanisms**

- Quantum Focusing
- Options of positive coping mechanisms

### **Module 6 – The Roles of Colors in Stress Reduction**

- Stress relieving colours

## **METHODOLOGY**

Online E-learning – Talent LMS (Video presentations, articles, assessments, case studies)

## **TARGET AUDIENCE**

This course is suitable for everyone, especially working adults who experienced stress at workplace and daily life.

