



**FREEDOM ENGLISH ACADEMY**

# Handling Stress and Managing Time

Tenure group: 6 Months

Prerequisite – Book 3

Duration: 1 day

## Objectives:

- Participants should be able to understand the symptoms, causes and effects of stress.
- Participants should be able to learn how to handle stress by prioritizing and managing time efficiently.
- Participants should be able to see the benefits of focusing on task rather than time and spending time in activities which relax them.





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09:00am – 10:00am	Welcome participants and ask them to introduce themselves. They should mention their names and one thing that is stressful for them at work and one thing that relaxes them. Share the objectives of the day. Understand stress. Manage stress and time.
10:00am – 11:00am	Chart making. Divide the class in groups. Provide each team with a chart paper and stationary. They have to make a chart which should include the following. What are the symptoms that show you are under stress? What causes stress? How does it affect you and your work? Request each group to present their charts. Add where required.
11:00am – 11:15am	Tea Break
11:15am – 12:00pm	Request participants to flip the chart around this time and request them to write how they deal with stress. They should share it as the entire team.
12:00pm – 01:00pm	Kelly McGonial: How to make stress your friend. Discuss: Relate this to work. What was she talking about? Have we been told otherwise? Attitude is everything. How do you take stress? How do you respond to stress is what it boils down to and stress makes you social. Caring creates resilience.
01:00pm -01:30pm	Lunch
01:30pm – 02:00pm	Energizer: Jump in and Jump out.
02:00pm – 03:00pm	Experience sharing: Request participants to share instances where they have been under stress and how have they handled it. Has time played any role in any of these stress experiences? Transition into time management.
03:00pm – 04:00pm	Activity: Provide each participant with an A4 size sheet and request them to draw something that relaxes them. It could be a picture or any scene. You will notice that very few people will draw a clock/ watch.  Debrief:  We have to stop being ruled by time. Be ruled by task. Focus was on task not time.
04:00pm – 04:15pm	Tea Break
04:15pm – 04:45pm	Tips on how to manage time and increase productivity. Prioritize

	<ul style="list-style-type: none"><li>• Stretch</li><li>• Don't worry about judgments.</li><li>• Know your role.</li></ul> <p>They should come up with the solutions as a team and then present them. Add where required.</p>
04:45pm – 05:00pm	<p>Come up with a saying: Request participants to come up with a proverb that is motivating as far as stress and time management is concerned. Request participants to share it.</p>
05:00pm – 06:00pm	<b>Power Hour</b>