

Online Training Programme on
**Time and Stress Management
for Professional Excellence**

(17th - 21st May, 2022)



Programme Coordinator

Dr. M. Preethi

Professor, EEI, Hyderabad

Dr. M. Jagan Mohan Reddy

Director, EEI



सत्यमेव जयते



EXTENSION EDUCATION INSTITUTE
(Southern Region)

Directorate of Extension

Dept. of Agriculture, Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare, Govt. of India

Professor Jayashankar Telangana State Agricultural University
Rajendranagar, Hyderabad-500 030

Phone No: 040-24015368; Fax No: 040-24016367

e-mail: eeihyd1962@gmail.com; Web: www.eeihyd.org

Time management and stress management are two key components to succeed in life. Creating a system to identify, evaluate, and eliminate distracters and stressors will lead to a more productive and efficient life, inside and outside of work.

We all live a life full of stressors, without finding the equilibrium to manage our time and stress, which ultimately becomes a recipe for disaster to our emotional and mental well-being. Family responsibilities and work pressure are very demanding and taking control over our life. From ancient times it was perceived that time and stress management are essential for our emotional and mental health and their management occupies a pivotal role in our lives.

It is important to learn time management techniques so that even when the stress and pressures are too high, one can know how to be healthier, happier, and be more productive. The ultimate goal is work-life balance, stress relief under pressure, and overall mental well-being. The connection between time and stress management is learning how to manage our time properly to be more productive to avoid feeling stressed. If we know how to manage our time correctly, in the long run, tasks seem to be easier and stress-free.

Good time management is essential, if we are to extract maximum work efficiency without excessive stress. Time management helps us to reduce long-term stress by giving us direction when we have too much work to do within a stipulated time.

It puts us in control of where we are going and helps us to increase our productivity. By being efficient in use of time, one can enjoy current work will be able to maximize the time to relax and become stress free.

Time and stress management techniques can enhance work efficiency, effectiveness and can establish work life balance of employees.. Hence, it was thought worthwhile to enrich the skills of officers of Agri and allied sectors on “Time and Stress Management for Extension Professionals.”

Objectives of the training:

At the end of the training the participants will be able:

- To apply the methods and techniques of Time Management for Professional Excellence.
- To practice the methods and techniques of Stress Management for better performance in personal and professional lives.

Course contents

Overview on Time and Stress Management; Goal Setting as an Effective Tool for Time Management; Importance of Time Management; Time Management Methods and Techniques; Effective Time Management Strategies for Agricultural Development Professionals in Digital Era; Sources of Stress and Coping Mechanisms; Mind Management Techniques for Effective Stress Management; Work Life Balance for Stress Free Living; Balanced Nutrition for Healthy and Stress Free Life; Interpersonal Skills for Stress Free Life; Positive Attitude for Stress Free Living; Effective Negotiation for Time and Stress Management; Presentations by Individual Participants on Strategies for Effective Time and Stress Management.

Training Methodology

- ❖ Presentations by eminent speakers / experts
- ❖ Interim interactive sessions
- ❖ Interim Group Discussions
- ❖ Brain Storming
- ❖ Individual and Group Assignments
- ❖ Participant Presentations by using online tools
- ❖ Integrating David Kolb's Experiential learning technique in training
- ❖ Kirkpatrick's model of training evaluation

Participating Officers

Officers from the Departments of Agriculture and Allied Sectors of South Indian States and UTs.

Duration: 17th -21st May, 2022 (both days inclusive)
in an on line mode.

Compiled by

Dr. M. Preethi,

Professor

Phone: 040-24015368 (o), 9440310664

e-mail: ceitrg@gmail.com

Edited By

Dr. M. Jagan Mohan Reddy,

Director, EEI

Phone: 040-24015368 (o), 91 9866618107

e-mail: ceitrg@gmail.com