

TIME AND STRESS MANAGEMENT

Full Day Workshop



Macmillan Education
**Teacher
Campus**
I like to know



- ✓ Understand stress and time management and how they impact you as an individual on both a personal and a professional level
- ✓ Learn what can be done to address personal and professional stressors
- ✓ Be better equipped to manage your stress by altering your mindset, improving the balance in your life, saying a 'professional no', and practising mindfulness exercises
- ✓ Equip yourself to manage your time better by:
 - ◆ Formulating SMART goals
 - ◆ Learning to prioritise
 - ◆ Formulating to-do lists, and
 - ◆ Minimising time-wasters

For more information or to make a booking:

Salome Chepape | Email: mtc@macmillaneducation.co.za | Tel: 011 731 3409