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COURSE BROCHURE

Advanced Time, Stress Management and Prioritisation Training Course

23 November – 4 December 2026
Vienna

Advanced Time, Stress Management and Prioritisation Training Course

Ref: 973_36841 **Date:** 23 November – 4 December 2026 **Location:** Vienna **Fees:** 10600 GBP

Time, Stress Management and Prioritisation is a 2-week training course for managers and senior professionals carrying heavy workloads, who leave with a personal workload and resilience system built around their real commitments. Rising meeting loads, always-on messaging and leaner structures now push decision quality down long before output visibly falls. Jupiter Prime Training treats time, stress management and prioritisation as one discipline of attention, energy and choice.

Why Time, Stress Management and Prioritisation Matters Now

Three forces shape this subject today. Collaboration platforms multiply requests and fragment attention into short, reactive bursts. Flatter structures place more decisions on fewer managers, while hybrid working blurs the edge between work hours and recovery. Organisations whose leaders protect focus, delegate deliberately and recover well keep sound judgement under pressure; those that do not see rework, missed commitments, disengagement and burnout spread through teams. The course rests on established models: the urgency-importance matrix, the stress response and allostatic load, the energy management model of physical, emotional, mental and purpose renewal, and situational delegation.

Who Gains Most from Time, Stress Management and Prioritisation

- Department heads who arbitrate competing demands from executives, clients and their own reports
- Project and operations managers who juggle deadlines across several concurrent workstreams
- Senior specialists whose deep work is constantly interrupted by advisory requests
- Managers recently promoted who must shift from doing tasks to directing the work of others
- Leaders responsible for the wellbeing and sustainable pace of high-pressure teams

A leadership group from one function gains most when several members attend together, because shared prioritisation rules and meeting norms then travel back as a common agreement.

Time, Stress Management and Prioritisation Capabilities

Participants move from coping with overload to designing how their attention, energy and commitments are allocated.

- Assess personal workload with a time audit and commitment inventory — what to drop, defer or delegate
- Apply prioritisation frameworks to rank competing requests — conversations with executives and clients
- Design a weekly rhythm of focus blocks and recovery — protecting high-value work
- Calculate the cost of interruptions and meeting load — renegotiating team communication norms
- Build delegation agreements matched to readiness — growing direct reports while freeing capacity
- Communicate boundaries and renegotiate deadlines assertively — stakeholder trust under pressure

Key Time, Stress Management and Prioritisation Terms

- Urgency-importance matrix — a grid sorting tasks by deadline pressure and contribution to goals, guiding what to do, schedule, delegate or drop.
- Allostatic load — the cumulative wear on the body when the stress response stays switched on without enough recovery.
- Deep work — sustained, distraction-free concentration on cognitively demanding tasks that create the most value.
- Context switching cost — the time and accuracy lost each time attention moves between unrelated tasks.
- Energy audit — a structured review of when physical, emotional and mental energy peaks and dips across a working week.
- Delegation readiness — the match between a person's skill and motivation and the authority given for a task.

Time, Stress Management and Prioritisation Day by Day

Day 1: Workload Pressures in the Modern Organisation

- Always-On Messaging Patterns — Where Reactive Work Displaces Strategic Work
- Flatter Structures and Span of Control — Decision Load on Managers
- Hybrid Working Boundaries — Blurred Lines Between Effort and Recovery
- Cost of Overload Case Review — Rework, Errors and Disengagement Signals
- Personal Pressure Baseline Questionnaire — Starting Point for Individual Change

Day 2: Auditing Time and Commitments

- Two-Week Time Log Method — Evidence of Where Hours Actually Go
- Commitment Inventory — Surfacing Hidden Promises and Open Loops
- Meeting Load Analysis — Which Recurring Meetings Earn Their Place
- Interruption Mapping — Sources, Frequency and Recovery Time
- Role Purpose Statement — Anchoring Choices to Core Accountabilities

Day 3: Prioritisation Frameworks

- Urgency-Importance Matrix — Do, Schedule, Delegate or Drop Choices
- Pareto Analysis of Outputs — Finding the Vital Few Contributions
- Weighted Scoring for Competing Requests — Transparent Ranking for Stakeholders
- MoSCoW Classification — Negotiating Scope When Capacity Is Fixed
- Opportunity Cost Thinking — What Each Yes Quietly Rules Out

Day 4: Planning Horizons and Focus

- Quarterly Objectives to Weekly Outcomes Cascade — Linking Strategy to Calendars
- Time Blocking and Themed Days — Shielding Deep Work From Fragmentation
- Batching Shallow Tasks — Email, Approvals and Administrative Flow
- Weekly Review Ritual — Resetting Priorities Before the Week Begins
- Procrastination Triggers and Implementation Intentions — Starting Difficult Tasks Reliably

Day 5: Stress Physiology and Early Warning Signs

- Stress Response and Cortisol Cycle — How Pressure Changes Judgement
- Allostatic Load Indicators — Recognising Accumulated Strain Before Breakdown
- Burnout Dimensions — Exhaustion, Cynicism and Reduced Efficacy in Teams
- Cognitive Distortions Under Pressure — Catastrophising and Overgeneralising at Work
- Personal Stress Signature Profile — Spotting One's Own Warning Signals

Day 6: Energy Management and Recovery

- Energy Audit Across Four Dimensions — Physical, Emotional, Mental and Purpose
- Ultradian Rhythm Scheduling — Matching Demanding Tasks to Peak Hours
- Micro-Recovery Practices — Breathing, Movement and Attention Resets
- Sleep and Nutrition Routines — Sustaining Performance During Peak Periods
- Detachment Strategies After Work — Protecting Recovery From Digital Intrusion

Day 7: Boundaries and Assertive Renegotiation

- Boundary Mapping Canvas — Availability, Response Times and Escalation Paths
- Assertive Refusal Scripts — Declining Requests While Protecting Relationships
- Deadline Renegotiation Conversations — Resetting Expectations With Executives and Clients
- Upward Prioritisation Dialogue — Asking Senior Leaders to Rank Demands
- Team Communication Charter — Agreed Norms for Channels and Response Windows

Day 8: Delegation and Shared Capacity

- Situational Delegation Model — Matching Authority to Readiness
- Delegation Agreement Template — Outcomes, Limits, Checkpoints and Support
- Monkey-on-the-Back Patterns — Stopping Problems Flowing Back Upward
- Capacity Planning Grid — Balancing Load Across a Team Fairly
- Coaching Questions for Delegated Work — Building Ownership Rather Than Dependence

Day 9: Resilience Under Sustained Pressure

- Cognitive Reframing Technique — Shifting Threat Appraisals to Challenge Appraisals
- Support Network Map — Peers, Mentors and Specialist Help
- Crisis Week Protocol — Triage Rules When Everything Becomes Urgent
- Healthcare and Logistics Case Studies — Teams Holding Pace Through Peak Demand
- Resilient Team Climate Indicators — Psychological Safety and Workload Visibility

Day 10: Practising the Personal Workload and Resilience System

- Applying the Time Audit Findings — Redesigning a Real Weekly Calendar
- Applying the Prioritisation Frameworks — Ranking a Live Request Backlog
- Applying Delegation Agreements — Transferring Two Current Tasks
- Peer Stress-Test Review — Challenging Each System Against a Crisis Scenario
- Personal Workload and Resilience System — Final Version With Review Triggers

Applying Time, Stress Management and Prioritisation After the Course

- Run a two-week time log with the urgency-importance matrix, then remove or delegate three recurring commitments.
- Lead a team session to agree a communication charter with focus hours and response windows, and review it after four weeks.

Time, Stress Management and Prioritisation Questions FAQ

What is time, stress management and prioritisation, and why does it matter now?

It is the discipline of directing attention, energy and commitments to the work that matters most while keeping stress within healthy limits. It matters now because constant messaging, hybrid working and flatter structures place more decisions and interruptions on each manager.

Which roles gain most from time, stress management and prioritisation?

Managers and senior professionals juggling competing demands gain most. Department heads, project leads, senior specialists and newly promoted managers benefit, because they decide what their teams work on and set the pace others follow.

How does advanced time, stress management and prioritisation differ from a basic personal productivity course?

It goes beyond to-do lists and app tips. You work with stress physiology, energy management, upward prioritisation conversations and delegation design, connecting personal habits to team capacity and to the expectations of senior stakeholders.

What do you bring back from time, stress management and prioritisation training?

You bring back a tested personal system: a redesigned weekly calendar, ranked priorities, delegation agreements for current tasks, boundary statements and early warning triggers, all stress-tested by peers against a crisis scenario.

Time, Stress Management and Prioritisation: The Way Forward

The personal workload and resilience system first informs which commitments to drop, defer or delegate in the coming month. The participant uses it daily, and the line manager and direct reports see its effects in clearer priorities and steadier pace. After the first peak period, revisiting the energy audit and boundary statements shows which routines held and which need redesign.