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COURSE BROCHURE

# Personal Priority Setting and Stress Reduction Training Course

24 – 28 January 2027
Muscat

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Registered in the United Kingdom and Saudi Arabia

# Personal Priority Setting and Stress Reduction Training Course

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Personal Priority Setting and Stress Reduction is a 1-week training course for professionals and supervisors who juggle competing demands, showing how to rank work by consequence, shape a realistic calendar and lower day-to-day strain, with each participant leaving with a Personal Priority and Recovery Plan. Constant interruptions now make unmanaged workload a common cause of missed commitments and fatigue. The course is delivered by Jupiter Prime Training.

## Why Personal Priority Setting and Stress Reduction Matters Now

Three forces shape personal priority setting today: always-on messaging that fragments attention, hybrid schedules that blur the end of the working day, and leaders who expect faster turnaround on more parallel requests. Professionals who sort demands by consequence protect time for the work that moves objectives and keep strain at a sustainable level. Those who react in arrival order lose focus and drift towards exhaustion. The course draws on widely used methods: urgency-importance sorting, time blocking, energy-cycle planning and cognitive reframing of stress triggers.

## Who Gains Most from Personal Priority Setting and Stress Reduction

- Supervisors balancing own tasks with constant requests
- Specialists serving several stakeholders with limited hours
- Coordinators whose day is shaped by inbound messages and meetings
- Shift and front-line leads switching between planned work and urgent issues
- Professionals returning from a period of overload who want sustainable routines

A cohort of supervisors from one department gains most when they attend together, because they can agree shared response norms and meeting-free focus periods.

## Personal Priority Setting and Stress Reduction Capabilities

Participants replace reactive days with a weekly rhythm that protects priorities, focus time and recovery.

- Sort incoming demands by urgency and importance — deciding what to do, schedule, pass on or drop
- Design a weekly calendar with focus blocks and buffers — protecting the work that moves objectives
- Calculate realistic capacity against current commitments — informing conversations with the line manager
- Apply assertive refusal and renegotiation scripts — serving colleagues who request extra work
- Assess personal stress signals and triggers early — guiding when to recover or escalate
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Build recovery routines matched to energy cycles — sustaining performance across demanding periods

## Key Personal Priority Setting and Stress Reduction Terms

- Urgency-importance matrix — a four-box grid that sorts tasks by deadline pressure and contribution to objectives to decide the response.
- Time blocking — reserving fixed calendar periods for a single type of work so that it is protected from interruption.
- Energy cycle — the natural rise and fall of mental alertness across a day, used to place demanding tasks.
- Context switching cost — the lost time and accuracy that follow each shift of attention between unrelated tasks.
- Stress trigger — a recurring situation or thought that sets off a strain response before any deliberate choice.
- Recovery break — a short planned pause that restores attention and lowers physical tension during the working day.

## Personal Priority Setting and Stress Reduction Day by Day

## Day 1: Where Time and Pressure Come From

- Two-Week Time Log — Revealing Where Working Hours Actually Go
- Demand Source Map — Identifying Which Stakeholders Generate Most Requests
- Interruption Pattern Audit — Measuring the Cost of Context Switching
- Personal Stress Signal Inventory — Recognising Early Physical and Mental Warnings
- Role Purpose Statement — Anchoring Priorities to the Outcomes the Role Owns

## Day 2: Sorting What Matters

- Urgency-Importance Matrix — Choosing to Act, Schedule, Pass On or Drop
- Consequence Ranking — Comparing the Cost of Delaying Each Task
- Weekly Big Three Selection — Committing to the Results That Count Most
- Capacity Calculation — Matching Available Hours to Current Commitments
- Task Batching Rules — Grouping Similar Work to Cut Switching

## Day 3: Designing the Calendar

- Time Blocking Template — Protecting Focus Periods for Demanding Work
- Energy-Cycle Scheduling — Placing Analytical Tasks at Peak Alertness
- Buffer Planning — Absorbing Unexpected Requests Without Derailing the Day
- Meeting Triage Checklist — Accepting, Shortening or Declining Invitations
- Inbox Processing Routine — Setting Fixed Windows for Messages

## Day 4: Boundaries and Strain Reduction

- Assertive Refusal Scripts — Saying No While Preserving Working Relationships
- Renegotiation Conversation — Resetting Deadlines with the Line Manager
- Cognitive Reframing of Triggers — Reducing Strain from Recurring Situations
- Breathing and Micro-Recovery Techniques — Lowering Tension During Busy Periods
- End-of-Day Shutdown Ritual — Separating Work from Personal Time

## Day 5: Practising the Personal Priority and Recovery Plan

- Applied Matrix Sorting — Ranking Participants' Real Task Lists
- Calendar Rebuild Exercise — Redesigning Next Week Around Focus Blocks
- Refusal Role Play — Rehearsing a Difficult Request from a Senior Colleague
- Peer Feedback Circle — Testing Each Routine for Realism
- Personal Priority and Recovery Plan — Completing Priorities, Calendar Rules and Recovery Habits

## Applying Personal Priority Setting and Stress Reduction After the Course

- Sort the coming week's task list with the urgency-importance matrix every Monday and block focus time for the top three results.
- Agree response-time norms and one meeting-free morning with immediate colleagues using the refusal and renegotiation scripts.

## Personal Priority Setting and Stress Reduction Questions FAQ

### What is personal priority setting and stress reduction and why does it matter now?

Personal priority setting and stress reduction means ranking work by consequence and building routines that keep strain manageable. It matters now because constant messaging fragments attention and unmanaged workload causes errors and fatigue.

### Which roles gain most from personal priority setting and stress reduction training?

Supervisors, specialists and coordinators who face many simultaneous requests gain most. Front-line leads in operations and service settings also benefit.

### How does personal priority setting and stress reduction differ from a delegation or team workload course?

Personal priority setting and stress reduction focuses on the individual's own task list, calendar and strain. A delegation or team workload course addresses how a manager distributes work and capacity across a group.

## What do you bring back from personal priority setting and stress reduction training?

You bring back a personal plan. It sets out your ranked priorities, calendar rules with focus blocks and buffers, refusal scripts and recovery habits.

## Personal Priority Setting and Stress Reduction: The Way Forward

The Personal Priority and Recovery Plan becomes the reference for each weekly planning session. Its first use is deciding which requests to decline or reschedule next week, shared with the line manager to agree commitments. After a month, the energy-cycle placements and buffer sizes are worth revisiting against the actual calendar.