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Action KA210-ADU - Small-scale partnerships in adult education

THRIVE 50+



**Project title:**  
**Total Health Resources for  
Improving Vitality and Endurance  
50+ (“THRIVE50+”)**

**Project No.: 2023-2-R001-KA210-ADU-000184831**

# **Set of materials for the workshop**

**Workshop Title: Time  
Management Skills-Reducing  
Stress Through Better Planning**





# Facilitator guide

## BASIC INFORMATION

Poor time management can rapidly increase stress. This workshop focuses on helping individuals aged 50+ understand the link between time management and stress, develop practical time management skills, and learn tools to organize daily tasks effectively.

## TARGET GROUP NEEDS

People aged 50+ easily get overwhelmed and stressed out due to poor time management which comes with age as such they turn to seek ways to reduce stress and increase productivity through better time management.

## DURATION

A 2-3 hour duration has been chosen to ensure that participants have sufficient time to learn and practice time management skills and how to reduce stress. This length allows for a comprehensive introduction to the topic, practical exercises, and a Q&A session, all while keeping participants engaged.

## NUMBER OF PARTICIPANTS

The optimal number of participants is set at 2-15 to allow for personalized attention and interaction. This size fosters a supportive environment where participants feel comfortable sharing their experiences and can receive individualized feedback

## EDUCATIONAL OBJECTIVES

- Educate participants on the relationship between poor time management and stress.
- Share practical tips and strategies to improve time management.
- Introduce tools and techniques for organizing daily tasks.
- Empower participants to create a personalized time management plan.

## TECHNICAL AND EQUIPMENT REQUIREMENTS





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- Projector for material presentation
- Musical equipment
- Timer for activities.
- Very calm and clean environment

## MATERIALS

- Flip chart or whiteboard.
- Markers, pens, and paper for participants.
- Printed handouts (e.g., daily planner templates, time-blocking sheets).
- Timer or clock for activities.
- A calm and distraction-free environment.

## METHODS AND TECHNIQUES

- 🎬 Use relatable examples that resonate with the 50+ age group (e.g., managing health appointments, caregiving responsibilities).
- 🎬 Be patient and provide clear, step-by-step instructions.
- 🎬 Encourage questions and participation, especially during group activities.
- 🎬 Keep the tone positive and empowering—focus on what participants *can* achieve with better planning.

# Curriculum

## 1) Welcome and Introduction (15 minutes)

2) **Objective:** Establish a welcoming atmosphere and introduce the workshop

**Slide 1:** workshop title slide

### Icebreaker Activity:

- Ask participants to share their name and one area of their life where they wish they had more time.
- Purpose: Create a welcoming atmosphere and identify common challenges.

### Slide 2: Introduction to Time management(10 minutes)

### 🎬 slide 3: Workshop Overview:

### Activities:

- Explain the session's goals and outline.
- Emphasize that time management is about reducing stress and enhancing quality of life.

### slide 4. Understanding the Impact of Time Management on Stress (20 minutes)

#### 1. What is Time Management?:





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- o Definition: Time management involves planning and controlling how much time to spend on specific activities to maximize productivity and minimize stress.
- 2. **The Link Between Time Management and Stress:**
  - o Poor time management leads to:
    - Overwhelm from uncompleted tasks.
    - Rushed deadlines and missed opportunities.
    - Reduced ability to relax or enjoy leisure time.
  - o Effective time management can:
    - Increase control over daily activities.
    - Improve focus and efficiency.
    - Reduce feelings of frustration and anxiety.
- 3. **Discussion:**
  - o Ask participants to reflect on a time when poor planning caused stress. What could have been done differently?

## slide 5. Practical Tips for Effective Time Management (30 minutes)

### Objectives:

1. The main objectives of this session is for participants to learn how to plan and eliminate time blocking tasks
  2. improve on goal setting
  3. create an effective task list
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4. **Prioritization:**
    - o Teach the **Eisenhower Matrix:**
      - Quadrant 1: Urgent and Important – Do it now.
      - Quadrant 2: Not Urgent but Important – Schedule it.
      - Quadrant 3: Urgent but Not Important – Delegate it.
      - Quadrant 4: Neither Urgent nor Important – Eliminate it.
  5. **Set SMART Goals:**
    - o Specific, Measurable, Achievable, Relevant, Time-bound.
    - o Example: “Spend 15 minutes each evening organizing tasks for the next day.”
  6. **Time-Blocking:**
    - o Demonstrate how to divide the day into blocks of time dedicated to specific tasks (e.g., 9-10 AM: Exercise; 10-11 AM: Household chores).
  7. **Overcoming Procrastination:**
    - o Tips:
      - Break tasks into smaller steps.
      - Set a timer for short bursts of focused work (e.g., the Pomodoro Technique: 25 minutes of work, 5 minutes of break).
      - Reward yourself for completing tasks.

## slide 6: Tools and Techniques to Organize Daily Tasks (30 minutes)

1. **Paper-Based Tools:**
  - o Daily Planner: Provide templates for participants to practice organizing their day.





- o To-Do Lists: Teach how to create realistic and prioritized lists.
- 2. **Digital Tools:**
  - o Introduce simple apps like Google Calendar or Microsoft To-Do.
  - o Explain how alarms and reminders can keep participants on track.
- 3. **Declutter Your Schedule:**
  - o Encourage participants to review their commitments and let go of unnecessary tasks or obligations.
- 4. **Organizing Tasks Around Energy Levels:**
  - o Suggest completing high-focus tasks during peak energy times (e.g., mornings for many people) and saving routine tasks for lower-energy periods.
- 5. **Group Activity:**
  - o Provide a sample daily schedule and ask participants to reorganize it using prioritization and time-blocking techniques.

## slide 7: Developing a Personalized Time Management Plan (20 minutes)

### objectives:

- To enable participants to get more and better job done in less time
  - Guiding participants in creating a simple time management plan
1. **Reflection Exercise:**
    - o Ask participants to identify:
      - Their biggest time-wasters.
      - One task they struggle to complete on time.
      - Activities they wish they had more time for.
  2. **Action Plan:**
    - o Guide participants in creating a simple time management plan:
      - Step 1: List 3 priorities for the week.
      - Step 2: Allocate time for each priority in a planner.
      - Step 3: Schedule breaks and leisure activities to avoid burnout.
  3. **Sharing and Feedback:**
    - o Allow participants to share their plans and provide positive feedback to each other.

## Slide 8: Group Activities

### Recognizing a daily schedule;

- Ask participants to provide a daily schedule
- Ask participants to identify areas for improvement
- ask participants to share an updated schedule with the group.

## slide 9: Reflection and Closing (15 minutes)



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1. **Group Discussion:**
  - o Ask participants to share one time management strategy they found most useful during the session.
2. **Q&A Session:**
  - o Address any remaining questions or challenges.
3. **Next Steps:**
  - o Distribute printed templates and encourage participants to practice daily planning for one week.
  - o Suggest follow-up workshops or check-ins for accountability.
4. **Closing Remarks:**
  - o Thank participants for their engagement and encourage them to take small, consistent steps toward better time management.

