

Dale Carnegie Course

# Managing Stress and Accelerating Success

In-Person

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## What You'll Learn

1. Stress Management 2. Build Greater Self-Confidence 3. Time Management 4. Attitude Control 5. Goal-Setting and Leading a Balanced Life

## Why you want to learn it

Most of us aspire to live a balanced life. That is, we want to spend the appropriate amount of time in each area of our life. Yet, often we feel that our lives are out of balance. It could be that the imbalance is due to a relatively temporary cause, such as an accident or injury, a workplace change, or a move. In other cases, feeling out of balance is more chronic. We feel that way day after day, month after month, even year after year. We should look at these issues and analyze our current levels of energy and time that we are devoting to each area. This allows us to set ourselves on a path that will result in a greater sense of balance.

## How it will help you

- Assess the degree of balance in our lives
- Define areas where we could spend more time or less time
- Plan to bring more balance into our professional and personal lives