

# Time and Stress Management Skills for Public Managers

Reshape your response to stress and time constraints

---

**When: November 3, 2021**

**Where: Pyle enter, Room TBD**

Explore the relationship between time and stress. Discover different approaches to managing time and stress, practice stress management techniques, and develop a personal time and stress management system that reflects your values, priorities, roles, and preferences. This class costs \$225.

By the end of this class, you should be able to:

1. Assess your ability to manage stress
2. Identify stressors and potential solutions
3. Identify personal time wasters and solutions
4. Describe resources available to you to manage your time and stress
5. Develop an action plan

**Instructor:** Kay Lawrence (MPA, Univ. of Iowa) has over 25 years of experience in the areas of environmental education, public policy, human services, strategic planning, project management, leadership, and professional development. Kay has also worked in the areas of wellness and employee assistance. Kay was the training director, employee assistance program director, and wellness coordinator at the Wisconsin Department of Public Instruction for 20 years.

## Testimonials:

“There were a number of activities I want to do with my staff (lottery activity and others) and I am excited to incorporate the lists we generated of time management wasters and solutions.”

“Kay was very knowledgeable and easy to listen to. Kept topics interesting and provided good example solutions to time/stress management.”

“Loved all the interactions and input on our experiences so we could talk in depth about what we are experiencing and how to better handle those situations – thank you for that!”

Register at: <https://localgovernment.extension.wisc.edu/cpm-public-courses>



UW-MADISON EXTENSION LOCAL GOVERNMENT EDUCATION

