LEADERSHIP
FOCUS



Own Your Hours

Time and Stress Management Strategies

Taking Control of Your Most Valuable Resource

Every leader gets the same 24 hours — but not every leader feels equally in control of them. The difference between those who feel constantly overwhelmed and those who consistently deliver results isn't talent or effort. It's how they manage both their time *and* their stress. Because the two are inseparable. Poor time management creates stress. Stress destroys the focus needed to manage time well. Left unaddressed, the cycle feeds itself.

Own Your Hours is a practical, results-focused workshop designed to help business leaders break that cycle — reclaiming their calendar, sharpening their focus, and building the mental clarity to perform at their best even when the pressure is on.

Understanding the Time-Stress Connection. Participants begin with an honest self-assessment of how they currently spend their days — and how stress, reactivity, and mental overload are quietly costing them focus, effectiveness, and energy.

Prioritization, Planning, and the Stress of Doing Too Much. Participants learn the Eisenhower Matrix, time-blocking, and weekly planning rituals that keep priorities front and center — and explore how a well-designed week is one of the most powerful stress-management tools available.

Focus, Boundaries, and Performing Under Pressure. This workshop helps leaders identify their highest-value activities, delegate with confidence, and say no professionally — while building the stress regulation skills to stay focused and effective when the pressure is highest.

Own Your Hours gives leaders the frameworks, tools, and habits to stop reacting and start leading — with intention, focus, and results.

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What Participants Will Learn

Where their time and stress are really going. Using a structured self-assessment, participants take an honest look at how they currently allocate their time — and identify the stress triggers, time traps, and reactive patterns that are quietly limiting their effectiveness.

How the time-stress cycle works — and how to break it. Participants explore the research-backed connection between poor time management and elevated stress and leave with a clear understanding of how addressing both together yields results that neither approach alone achieves.

How to prioritize what matters most. Participants learn the Eisenhower Matrix and the Most Important Tasks (MIT) method — two proven tools for cutting through the noise and focusing daily energy on the work that creates the greatest impact.

How to design and protect an ideal week. Through hands-on time blocking exercises, participants build a personalized weekly schedule that protects deep work, reduces reactive time, and creates space for both strategic thinking and genuine recovery.

Strategies for eliminating distractions and building focus. Participants conduct a personal distraction and stress audit and leave with a concrete plan to reduce interruptions, context switching, and pressure points that fragment attention and drain productivity.

How to regulate stress in real time. Participants learn five evidence-based techniques from the Stress Regulation Toolkit — including box breathing, cognitive reframing, and mindfulness micro-practices — that can be applied immediately, anywhere, in the middle of a demanding workday.

How to delegate with confidence and set boundaries that hold. Using the Delegation Ladder framework and real-world scenario practice, participants develop the skills and language to protect their time, develop their teams, and say no gracefully when it matters most.

Each participant leaves with a completed 30-Day Action Plan — a personalized commitment to specific time and stress-management habits, with accountability partners and built-in check-in dates, designed to create lasting change well beyond the workshop itself.

The experience is practical, interactive, and immediately applicable — ideal for executives, managers, team leaders, and any professional ready to stop surviving their days and start leading them.

Contact us

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"Time continues, it just rolls along, and there is nothing we can do to change that. The question is, how are we using the time we are given? Are we being productive, or are we, like time, just rolling along?"

~ Roger Smith
RWSmith ETC, LLC