

# TIME & STRESS MANAGEMENT



Spiritual Energy



Mental Energy



Physical Energy



Emotional Energy

December 15 & 16, 2015 | PC Hotel - Lahore  
09:00am - 05:00pm

Course Facilitator: Ali Saeed

## COURSE OVERVIEW:

In today's high-intensity work environment, managing your energy, time and focus is the secret to success. You do not manage stress – you manage your energy, time and focus in ways that reduce stress and drive optimal effectiveness.

There are many systems within us that can suffer from overload. The overload is caused by treating ourselves as one bulk commodity instead of recognizing that we run on different levels of energies and multiple systems. In this program you will discover effective technologies to manage and replenish your physical, mental and emotional energies. You will develop a process of reflection for increased well-being and fulfillment. These tools will help remove environmental stress factors and create supportive ecologies.

## BENEFITS:

After the workshop, you will be able to:

- **Manage** your multi-tasked lives effectively by tapping into your natural versatility
- **Reduce** stress and replenish your energies quickly
- **Identify** and address effectively the organizational and environmental causes of stress
- **Achieve** peace and inner harmony that permit greater productivity

## WHO SHOULD ATTEND:

Managers, Supervisors, team leaders and administrative personal wishing to explore new approaches to validate the most important question:

"What's the best use of my time right now?"

## COURSE OUTLINE:

### Introduction to Stress

- Stress vs stressors
- Negative effects of stress
- Positive effects of stress-management

### Managing Energy VS Managing Time

- Understanding the 2 circles in your life
- Practice optimism
- Avoid procrastination
- Why people procrastinate
- Ways to avoid/correct the most common forms of procrastination

### Organise your workload to prevent over commitment

- The COR approach
- 80/20 rule
- Gaining focus
- Urgent vs important
- Weekly planning and daily dos list
- Optimizing your personal productivity periods

### Getting trapped in your anger

### Handle Interruptions

- Time log
- Learning to use the 'straight' or 'soft' No to persistent offenders



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## Course Facilitator:

**Ali Saeed's** professional experience converges from over 10 years of diverse indulgence in the fields of portfolio management and institutional/retail sales of equities to domestic and foreign market participants.

He is currently the CEO of a leading investment banking and equities brokerage firm operating at the Karachi bourse. His responsibilities have encompassed a wide range of roles from effectively marketing the firm to domestic, retail and corporate institutions and also managing the entire settlement cycle. He has also been engaged in sell side research and economic analysis. Ali's previous assignment was at a leading Asset Management Company where he led the portfolio and research efforts of the firm managing three funds with an asset base of PKR 7 billion. Prior to that, Ali was actively monitoring and investing in the far eastern markets at Morgan Stanley Capital in London researching and managing emerging markets in the Asia-pacific rim. Early in his career, his concentration in research efforts have paved the way for over 50 research reports and business journal articles regularly published and distributed to domestic and international clients.

Currently, Ali is authoring a book on PPP (Public Private Partnerships) with a Boston based consultant. His association with academia has allowed him to currently pursue his M. Phil in Economics. He holds a MSc. in Finance & Economics from the prestigious Graduate School of Business at the University of Strathclyde in Glasgow, Scotland and Bachelors in Business & IT from the Curtin Business School at the University of Curtin, in Australia. He has attended various international conferences and workshops to enrich his own pool of thought.

Ali is renowned for his highly engaging, thought provoking

## Workshop Investment:

PKR **15,000\***  
(Fee per participant)

\* Plus 16% PST

### FEE INCLUDES:

Course material, certificate of attendance, lunch, refreshments & business networking

### Payment:

A confirmation letter/e-mail & invoice will be sent upon receipt of your registration form.

Note: Full payment must be received in advance to confirm enrollment.

Send your cheque in favor of Octara Private Limited  
To: Muhammad Imran Anwer  
Octara Private Limited - 1/E-37, Block-6, P.E.C.H.S., Karachi.  
Tel: 021-34534261, 021-34536315, Cell: 0321-2670041

Bring **Time & Stress Management** In-house. This workshop can be customized to suit specific needs of your organization which may lead to significant savings & avoiding pitfalls.  
Please contact Jason D'souza at [jason.bosco@octara.com](mailto:jason.bosco@octara.com) or call at 0332-2422732 for more details



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Chief Executive Officer at an  
Investment Banking /  
Equities Brokerage firm

Over 10 years of diverse  
professional experience in  
foreign and domestic equity  
markets specializing in buy  
and sell side roles

Former Emerging Markets  
Strategist with Morgan  
Stanley Capital, UK

## Ali Saeed has trained participants from:



## 5 Easy Ways to Register:



**Lahore:** 0315-8220416-18  
**Karachi:** 021-34520092, 34547141, 34536306



**Fax:** 92-21-34520708



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