



# EXTENSION EDUCATION INSTITUTE

(Southern Region)

Directorate of Extension, Dept. of Agriculture & Farmers Welfare

Ministry of Agriculture & Farmers Welfare, Govt. of India

Professor Jayashankar Telangana Agricultural University

Rajendranagar, Hyderabad-5000 030



## On-Campus Training Programme

### Time and Stress Management

For the Officers of Department of fisheries, Odisha  
(11<sup>th</sup> - 15<sup>th</sup> November 2025)



**Course Coordinator**

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Time management and stress management are two key components to success in life. Creating a system to identify, evaluate, and eliminate distractors and stressors will lead to a more productive and efficient life. Inside and outside of work.

We all live a life full for stressors, without finding the equilibrium to manage our time and stress, which ultimately becomes a recipe for disaster to our emotional and mental well-being. Family responsibilities and work pressure are very demanding and taking control and mental health and their management occupies a pivotal role in our lives.

Time Management is defined as planning, organizing, and dividing our time for specific activities .If we can manage our time properly, it enables one to work faster and smarter and lead a stress-free life.

It is important to learn time management techniques so that even when the stress and pressures are too high, one can know how to be healthier, happier, and more productive. The ultimate goal is work-life balance, stress relief under pressure, and overall mental well-being. The connection between time and stress management is learning how to manage our time properly to be more productive to avoid feeling stressed. If we know how to manage our time correctly, in the long run, tasks seem to be easier and stress-free.

Good time management is essential if we are to handle a heavy workload without excessive stress. Time management helps us to reduce long-term stress by giving us direction when we have too much work to do.

It puts us in control of where we are going and helps us to increase our productivity. By being efficient in our use of time, one should enjoy their current work more, and should find that they are able to maximize the time to relax and enjoy life.

Time and stress management techniques can enhance work efficiency, effectiveness and can establish work life balance of employees. Hence, it was thought worthwhile to enrich the skills of women extension officers of Agri and allied sectors on "Time and Stress Management" for the officers of Department of Fisheries, Odisha

**Objectives of the training**

At the end of the training the participants will be able

- To apply the methods and techniques of Time Management for Professional Excellence.
- To practice the methods and techniques of Stress Management for better Performance in personal and professional lives.

**Course content**

Overview on Time and Stress Management. Good Setting as an Effective Tool for Time Management ,Importance of Time Management, Time Management Methods and Techniques, Effective Time Management Strategies for Agricultural Development professionals; Sources of Stress and coping Mechanisms; Goal setting-An effective tool for time management; Mind Management Techniques for Effective Stress Management; Managing stress to create Work Life Balance; Building teams for effective time and stress management; Interpersonal Skills for Stress Free Life; Positive Attitude for Stress Free Living; Effective Negotiation for Time and Stress Management;

Presentations by Individual Participants on Strategies for Effective Time and Stress Management; Gender budgeting; Govt. of India Schemes and Programmes

**Methodology**

- Presentation by eminent speakers Experts
- Interim interactive session
- Interim group Discussion in breakout rooms
- Individual and Group Assignments
- Participant Presentations by using online tools
- Case Presentations by the participants
- Pre-& Post evaluation

**Participating Officers**

For the Officers of Department of fisheries, Odisha

**Duration**

11<sup>th</sup> to 15<sup>th</sup> November

**Compiled by**

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