



Getting
Started With
Time
Management

TIME & STRESS MASTERY - Enhance, Plan,

Organize & Perform

**Managing Time, Increasing Work Efficiency, Achieving
Corporate Goals & Deadlines**

29 - 30 July 2019 * Hotel Royal KL

**This beneficial, interactive & mindset
changing course is also available IN-HOUSE.
Claimable under HRDF. Call or email us
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infor@peaksuccessabundance.com)**

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**PUBLIC - Improve Productivity
With Time Management**



OVERVIEW & INTRODUCTION

Do you find yourself overloaded with work? Feel so stretched to the limit you can't set priorities? Exhaust yourself daily without accomplishing your goals?

In this course, you will practice techniques that will drive you to eliminate your time wasters & time thieves so that you can direct your energy towards the activities that will further your corporate goals.

Your tool kit will include **World of Time Map, Time & Energy Profiling, Time Planning Process Model, Time Management Questionnaire, Time Log, Time**

PEAK SUCCESS ABUNDANCE SDN BHD (1104937-T)

Unit 6, Tkt 3, Blok B, Pusat Perdagangan Taman Dagang,
Jalan Dagang Utama, 68000 Ampang, Selangor

Tel: 03-42703064 H/P: 012-6170560/017-8739633

Email: info@peaksuccessabundance.com/success.abundance@hotmail.com

Matrix (Important vs Urgent), ABC Analysis, Pareto Rule, Issues/Impact Matrix, Performance Curve. Some other effective techniques used will include **Mission Statement, Affirmations, Visualization, Mind Mapping, SWISH (Breaking Limiting Beliefs) & Scaling Technique.**

You will also learn how you select choices which help you achieve your success. Learn to be an extraordinary performer!

LEARNING OUTCOMES - Knowledgeable, High Impact, Practical

Learn to:

- 🕒 Shift direction from managing time to managing self
- 🕒 Gain control of your work life by eliminating time wasters/ time thieves
- 🕒 Characterise & profile your time style, energy level, performance curve, personal strengths & motivators to perform at peak
- 🕒 Prioritize to reduce stress & get rid of limiting beliefs towards time
- 🕒 Deal with information overload & manage technology effectively
- 🕒 Articulate your time goals - highlight opportunities for improvements
- 🕒 Use your time log to maximize usage of time, plan & schedule
- 🕒 Tackle time shortcomings & create a system tailored to your personal style
- 🕒 Apply understanding of body rhythm to align energy levels to deliver expectations & results
- 🕒 Craft an action plan, make a commitment & stay positive!



COURSE OUTLINE - Experiential Training, Solution Based, Rewarding

1. TIME MASTERY - BEING MORE PRODUCTIVE

- 🕒 What is time to you & your company? The value of time
- 🕒 Define time management at work - where the time goes
- 🕒 Self realisation - how much is 1 hour of time in your work life worth to you? Where is your 24 hours?
- 🕒 Identify what runs your life - what works & what does not
- 🕒 Direct focus from managing time to managing self
- 🕒 Avoid & get rid of the psychological time trap
- 🕒 Are your underlying beliefs & attitude towards time empowering or limiting you? What can you do about this?
- 🕒 **Ice Breaker Competition: Let's Do This Fast!**
- 🕒 **Demonstration: Ribbon of Life**
- 🕒 **Activity: Sense of Time - Discuss & Reflect**
- 🕒 **ABC Exercise & Self Realization: Each Day Is A New Time Account**

2. WHAT HAS TO CHANGE TO MAKE A DIFFERENCE IN YOUR WORK?

- 🕒 Evaluate & determine your strengths, weaknesses, motivators, regrets, personal style of time management
- 🕒 Highlight opportunities for improvement - maximizing strengths & eliminating weaknesses

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- 🕒 Charting the most effective time style at work
- 🕒 How to change & make a commitment
- 🕒 **Powerful Fast & Effective Change Technique**
- 🕒 **Time Challenge: Speed is King!**
- 🕒 **Time Management Style Quiz**

3. SHARPEN YOUR FOCUS - PUT FIRST THINGS FIRST

- 🕒 Envision your outcome: clarity of purpose is power!
- 🕒 Formulate SMARTER time goals; clarify personal & professional goals
- 🕒 Initiate changes to your current time goals
- 🕒 Create & analyze your time log - derive job tasks, usage of time & energy flow
- 🕒 Solving problem areas, bad habits, patterns & tendencies
- 🕒 Analyze your progress & conduct regular reviews
- 🕒 Making choices in a planned way
- 🕒 **World Of Time Map: Assess Your Realities & Current Situation**
- 🕒 **Video: The Rocks of Time - Discuss, Reflect, Apply**
- 🕒 **Articulate: Mission Statement - Describe The Person You Intend To Be**
- 🕒 **Mind Mastery: Writing Positive Affirmations for Time Management**
- 🕒 **Power Pack Goals: Visualization, Creating A Vision Board, Scaling Technique**

4. PLUGGING TIME LEAKS - POWER PACK & GAIN CONTROL OVER YOUR TIME AT WORK

- 🕒 Self analysis & review your working habits that adversely impact your time
 - identify & catch time leaks/timewasters/time thieves
 - turn leaks into opportunities
- 🕒 Eliminate bad habits, poor skills, distractions & interruptions
- 🕒 Highlight other time related issues & calculate potential time savings
- 🕒 Using an Issues/Impact matrix to gain control
- 🕒 Overcoming procrastination
 - identifying the root causes of inaction
 - beating the deadline driven trap
 - approaching your tasks positively
 - dealing with time stealers
 - Eat the Frog!
- 🕒 **Team Project & Presentation**
- 🕒 **Group Exercise: Solutions To My Time Wasters**
- 🕒 **NLP SWISH Technique to Change Bad Time Habits**

5. DEALING PROACTIVELY WITH INFORMATION OVERLOAD & MANAGING TECHNOLOGY

- 🕒 Customizing your workspace - master the art of organising your work area
- 🕒 Streamlining your information flow & retrieval process
- 🕒 Getting the best return on your time investment
- 🕒 Develop strategies to use technology more efficiently & to accomplish more
- 🕒 Select the right form of communication for your message
- 🕒 Target ways to manage e-mail & step off the "e-mail-go-round"
- 🕒 **Activity & Mind Mapping: Solve The Above Issues**

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6. THE ART OF ANTICIPATING

- 🕒 Mastering anticipation & the 5 Golden Rules
- 🕒 Incorporating a time - planning process mode
- 🕒 Harnessing the power of a structured approach
- 🕒 Reusing the model throughout your life
- 🕒 Customizing the model to fit your style & needs
- 🕒 **Exercise: Application & Hands On Practice**

7. PRIORITIES - LIVING AN EFFECTIVE LIFE

- 🕒 Your 1st things 1st - proactively identifying & assigning your priorities
- 🕒 ABC Analysis - classification of tasks for best results
- 🕒 Harnessing 4 waves in prioritizing - maximizing the Important/Urgent matrix
- 🕒 Applying 7 steps of Pareto Principle (80/20 Rule) in mastering time
- 🕒 Using 20% of the time to generate 80% results
- 🕒 Developing the habit of immediate attention
- 🕒 **Exercise: Back To Your Time Log**
- 🕒 **Group Project: Identify & Solve Q1, Q2 & Q3 Activities**

8. WORK PERFORMANNCE CURVE & ENERGY LEVEL

- 🕒 Focus your attention on your personal daily rhythm
- 🕒 Profiling your energy levels
- 🕒 Ensuring high priority items are carried out during most productive time of day
- 🕒 Aligning tasks with your high & low periods
- 🕒 Avoiding energy robbers & take steps to boost your concentration
- 🕒 Effectiveness vs efficiency - there is nothing so useless as doing efficiently that which should not be done at all
- 🕒 **Hands On Session: Change Your Physiology, Change Your State**
- 🕒 **Practical Session: Circadian Rhythm - Plot Your Energy Levels**
- 🕒 **Evaluation: Analyzing Energy Allocation**
- 🕒 **Case Study: Mariam vs Khatijah - Discuss Key Learning Points**

9. PLANNING & SCHEDULING FOR PERFORMANCE & SUCCESS

- 🕒 Plan your day & week in advance
- 🕒 Assign tasks & get things on schedule - create a dynamic to-do list
- 🕒 Link daily activities to outcomes desired
- 🕒 Effective follow up on people, deadlines & paperwork
- 🕒 Create a realistic & productive schedule
- 🕒 Use a robust planning tool/checklist to analyze & review plans
- 🕒 **Challenge Game: Planning & Scheduling**
- 🕒 **Evaluation: Managing A Simple Project & Create the Action Plan**

10. SELF CONTROL - BEING ACCOUNTABLE & RESPONSIBLE

- 🕒 Are you taking charge or playing victim?
- 🕒 Motivate yourself into action
- 🕒 Identifying internal & external stress factors
- 🕒 Identifying personal stress triggers
- 🕒 Managing internal chaos & external circumstances
- 🕒 Stress Cool-Offs
- 🕒 Review your commitments - Goldmine your minutes

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WHO SHOULD ATTEND - A MUST FOR ALL!

ALL managers, executives, supervisors, all support & admin personnel, sales & marketing, customer service & front desk, PR, technical staff, engineers, production staff, QA staff - all who wants to learn to apply & maximize their time at the workplace.

COMPREHENSIVE WORKBOOK - We Go The Extra Mile!

A practical, easy to read set of notes for the participants. Includes relevant checklists, workable templates, guidelines, work sheets plus step by step procedures of all the techniques, strategies & tools taught in this course. It is **content-rich** but **summarized** for easy reading & follow through. **This Is Rachel Khor's Special Gift To The Participants As A Fantastic Takeaway After The Training.**

CHECKLISTS & GUIDELINES IN YOUR TRAINING MANUAL FOR LATER REFERENCE BACK AT WORK - Dos & Don'ts

1. RUNNING EFFECTIVE & PRODUCTIVE MEETINGS

- ⌚ before, during & after
- ⌚ useful tips & techniques

2. WORKING WITH BOSSES

- ⌚ be a solution provider
- ⌚ discuss goals, plans & priorities regularly
- ⌚ give feedback & ask questions

3. ORGANIZE YOUR WORK SPACE

- ⌚ organize your desktop/deskmanship
- ⌚ managing clutter & computer clutter
- ⌚ put paperwork in its place
- ⌚ filing issues
- ⌚ handling distractions & drop-ins

4. GOAL SETTING & MONITORING

5. HANDLING CRISES

- ⌚ keep record - analyze & look for patterns
- ⌚ anticipate problems & consider contingency
- ⌚ consistently improve systems & procedures

6. TELEPHONE TECHNIQUES & ETIQUETTE

- ⌚ handling telephone interruptions

7. VERBAL & WRITTEN COMMUNICATION

- ⌚ tips & pointers in time management

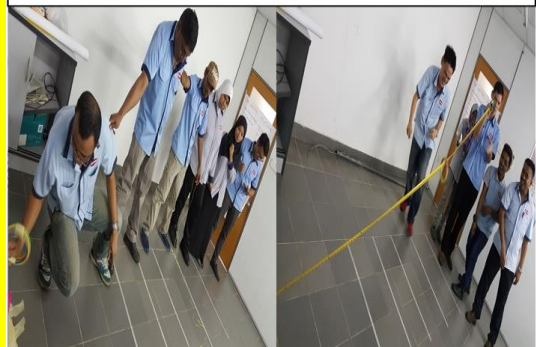
8. TEAMWORK

- ⌚ learn to collaborate effectively

GAME ON SPEED! SPEED! SPEED! Speed Is King



PLANNING & ORGANIZING For Performance & Success



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EXPERIENTIAL TRAINING METHODOLOGY - We Make A Difference & We Provide Workable, Practical Solutions

Using a combination of various training methodologies including a combination of expert input plus practical sessions including:

- 👉 Instructions, Group Discussions, Presentations, Video Clips,
- 👉 Brainstorming Sessions, Practical Hands On Sessions,
- 👉 Demonstrations, Role Play, Games & Activities,
- 👉 Creative Music, Visualization Techniques,
- 👉 Notes & Hand Outs, Group & Individual Exercises

COURSE TRAINER

Rachel Khor - Creative, Dynamic, Inspiring, Charismatic, Versatile

- Certified Master Performance Coach (ICF Approved - International Coach Federation)
- From DC Psychology International & American Institute of Business Psychology
 - Certification in Colored Brain Communication
 - Certification in Human Drivers & Motivation
 - Certification in Dynamic Speaking
 - Certification in Curriculum Development
- Certified Trainer in Emotional Quotient
- Trained with Master Cheng Hung Yeh in Truth of Emotions Through Movements, Energy Dance (Body, Mind & Soul), Language Communication
- Certified Professional Facilitator
- Certified Trainer PSMB (Ministry of Human Resources Malaysia)
- Certification in Neuro Linguistic Programming (NLP)
- Certification in Hypnotherapy from London College of Clinical Hypnosis (LCCH)
- Attended course on **Clinton Swaine's Experiential Training "Play To Win"**, Silva Life System in Mind Development & Stress Control. Also attended courses on Mind Mastery, Laws Of Attraction, Napoleon Hill's Principles Of Success, Emotion Through Sound & Movement, Breakthrough Program by Asiaworks, Communication by Landmark Forum, Money & You, Creativity, Problem Solving, Grooming & Etiquette, Accelerated Learning Techniques, Sales & Marketing, Digital Marketing, etc



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With more than 16 years in corporate training, Rachel Khor is currently the **Principal Trainer & Chief Learning Strategist** with Peak Success Abundance Sdn Bhd as well as an experienced entrepreneur & businesswoman.

Rachel Khor is also a **Master Trainer** in Time Management, Emotional Intelligence & Emotional Drivers, Leadership, Change Management, Success Tools, Colored Brain, Creativity/Thinking Outside The Box, Problem Solving Skills, Master Your Mind, Communication, People Skills, Handling Difficult People, Peak Performance, Goal Setting, Positive Work Attitude.

She has also undertaken training, consultancy & facilitation projects with various companies, both private and public sectors. She is a **sought after Learning & Development Strategist, People Developer, Trainer, Coach & Mentor.**



Her training & coaching incorporate effective evaluation methods, powerful techniques of varied disciplines & practical tools for all her learning solutions.

Driven by a passion for delivering awesomeness, she ensures she execute cutting edge learning technologies, share highly relevant knowledge, provide critical & up to date information, deliver time tested methodologies & conduct interactive sessions - all are formulated to achieve results like never before.

Her **determination & speed in producing training solutions** is one of the key reasons our clients keep coming back to her. Her research, knowledge & experience made Rachel Khor in the front line within her profession.

She loves people development - during her high impact training sessions she is dynamic, dedicated & results driven. **She utilizes Experiential Accelerated Training methodologies to inspire change & get fast results.**

She trains with her personal brand of positivity, charisma, creativity & focus which greatly motivates her participants to achieve greater heights of achievement & accomplishment. Participants have described her sessions as inspiring, energetic, & easy to understand. During her sessions, her ability to be **neutral, non-judgmental, supporting the group & upholding its wisdom has allowed her to effectively extract participation in a magical way.**

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She has presented papers in various national events, seminars including speaking at PSMB Forum & CEO Forum & was rated highly by both the audiences & the organizers.

Based on the belief that every individual has a core genius & the ability to excel given the right opportunities; Rachel's training methodology breaks limiting beliefs, overcomes obstacles & cultivates trust across cultures.

She received her training in USA, UK, Australia, Singapore & Malaysia. Prior to starting her own company she has worked with the Singapore Government & was the Conference Director of AIC, an international conference company listed on the London Stock Exchange, based in Australia.

She has trained under the world famous Millionaire Mindset trainer, T Harv Eker where she trained in Master Your Mind & Guerilla Business Intensive. She has also trained under America's leading management trainer, Blair Singer for Sales Dog Training, Powerful Sales Presentations & Train the Trainer. She is a keen practitioner of Mind Mapping & Mind Power. She has attended the training of some of the best world class trainers & leading coaches including Anthony Robbins, Robert Kiyosaki, Blair Singer, Harv Eker, John Maxwell, Jay Abraham, Joel Roberts, Dr Joe Vitale, Jose Silva, Burt Goldman, among many others.

Rachel has excellent communication skills & easily develop fantastic rapport with her participants. Due to this she always receives rave reviews & excellent ratings. She achieves this by ensuring her training is **relevant, result oriented, solution based - made fresh with new ideas, strategies & techniques.**

SATISFACTION GUARANTEED!

She has trained many executives & managers from various industries & MNCs, bringing to them the latest tools & methods to excel. Rachel's strongest point is her ability to bring out the best in every participant. Her **Unique Selling Point** is her innovative, practical approach to training & her ability to make the training unique, enjoyable yet rewarding. What she teaches can be applied back at the office. She mixes no **nonsense pragmatic information with creative mind power & mindset changing strategies to make her courses relevant & results oriented.**

CLIENTS FROM RACHEL'S TRAINING INCLUDE...

Petronas, Shell, BNM, Kementerian Kewangan, Ambank, UOB, HSBC, Exim Bank, Danajamin, Pan Malaysia Pools, Msian Reinsurance, Tokio Marine, ACE, Aneka Insurance, MII, Agilent, Ansell, Bristol, Sime Tyre, Dell, Emhart Glass, Kotak, Kossan Rubber, Infineon, IJM, Impressive Edge, Kanzen, Merck, Mimos, MRCB, Selangor Industrial Corporation, Samsung, Munchys, Scenic Moulding, LG Aluminium, Royal Selangor, SIRIM, Tencate, Takeuzi, Totokiki, Toshiba, Niro Ceramic, White Horse Ceramic, YLI Industries, MAS, Malaysian Airport, KLAS Airport Services, Port of Tanjung Pelepas, Westport, Johor Port, TNB, Telekom, Maxis, San Miguel, Sunrise, SP Setia, Selangor Dredging, Worldwide Holdings, IOI, Genting, Hotel Equatorial, Eastin Hotel, Saujana Resort, Subang Medical Centre, Malaysian Export Academy, FMM, UEM, Naza, Open University, UKM, UM, DBKL, PNB, government sectors, etc

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REGISTRATION DETAILS

TIME & STRESS MASTERY - ENHANCE, PLAN, ORGANIZE & PERFORM

29 - 30 July 2019 * Hotel Royal KL

Course Timing: 9.00 am - 5.30 pm

Payment Made To: Peak Success Abundance Sdn Bhd

Course Fees: RM1,700 per participant

For 2 & above: RM1,600 per participant

Company Name & Address: _____

Participant's Contact Details

1. Name: _____ Position: _____

Tel: _____ H/P: _____ Email: _____

2. Name: _____ Position: _____

Tel: _____ H/P: _____ Email: _____

3. Name: _____ Position: _____

Tel: _____ H/P: _____ Email: _____

4. Name: _____ Position: _____

Tel: _____ H/P: _____ Email: _____

5. Name: _____ Position: _____

Tel: _____ H/P: _____ Email: _____

Signature & Company Stamp

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