



Getting
Started With
Time
Management

Effective **TIME MANAGEMENT** Skills & Techniques

Achieving Corporate Goals, Productivity & Deadlines

This highly beneficial, effective & essential course is also available IN-HOUSE Claimable under HRDF. Call or email us today!

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www.peaksuccessabundance.com

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GROUP DISCUSSION -
More ideas down here ...



LEARNING OBJECTIVES & OUTCOMES

- 🕒 Gain control by eliminating time wasters & limiting beliefs
- 🕒 Profile your time style, energy level, personal strengths & motivators
- 🕒 Determine primary purpose & prioritize to reduce stress
- 🕒 Choose activities to balance your life with work
- 🕒 Deal with information overload & manage technology effectively
- 🕒 Articulate your time goals - highlight opportunities for improvements
- 🕒 Use time log to maximize usage of time, plan, schedule - identify shortcomings & how to deal with them
- 🕒 Analyse your performance curve & body rhythm to align energy levels to deliver expectations & results
- 🕒 Craft a personal plan, make a commitment & stay positive!



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: 012-6170560/017-8739633/016-5488336

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COURSE OUTLINE FOR 2 DAYS

1. BEING MORE PRODUCTIVE - TIME MANAGEMENT ESSENTIALS

- 🕒 What is time to you & your company? Define time management
- 🕒 Direct focus from managing time to managing self
- 🕒 Avoid & get rid of the psychological time trap
- 🕒 Understand your underlying attitude & limiting beliefs towards time

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. DETERMINE YOUR TIME STYLE

- 🕒 Identify & evaluate your personal strengths & weaknesses
- 🕒 Identify & evaluate your personal motivators & regrets
- 🕒 Characterize your personal style of time management
- 🕒 Highlight opportunities for improvement

Activity: Time Management Questionnaire

Evaluation: Review A Successful Day Or Project

3. COMPASS OVER CLOCK - DETERMINE PRIMARY PURPOSE & CREATE A SENSE OF DIRECTION

- 🕒 Envision your outcome: clarity of purpose is power!
- 🕒 Defining the purpose for each of your commitments
- 🕒 Making choices in a planned way
- 🕒 Deriving tasks - the raw material of time planning

World Of Time Map: Assess Your Realities & Current Situation

Articulate: Personal Mission Statement - Describe The Person U Intend To Be

4. CREATE BOUNDARIES & BALANCE YOUR LIFE

- 🕒 Time is more than a work issue - it's also a life issue
- 🕒 What parts of your life get too much time?
- 🕒 Prioritize & choose activities to balance life & work
- 🕒 Conquering over commitment

Reflection: Balanced Wheel of Life, Simplify Your Life

5. POWER PACK YOUR PERSONAL TIME - GAIN CONTROL OVER YOUR TIME

- 🕒 Self analysis - catch time thieves & review adverse working habits
- 🕒 Eliminate bad habits, poor skills, distractions & interruptions
- 🕒 Appraise your situation with an Issues/Impact matrix
- 🕒 Overcoming procrastination
 - identifying the root causes of inaction
 - beating the deadline driven trap
 - approaching your tasks positively

Team Project & Presentation

Exercise: Solutions To My Time Wasters

Sharing Session: Pick Your Habits Carefully

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6. DEALING PROACTIVELY WITH INFORMATION OVERLOAD

- 🕒 Customizing your workspace - master the art of organising your work area
- 🕒 Streamlining your information flow & retrieval process
- 🕒 Develop strategies to use technology more efficiently & to accomplish more
- 🕒 Target ways to manage e-mail & step off the "e-mail-go-round"

Activity: The Art of Organizing

Exercise: Application & Hands On Practice

7. FORMULATE CHALLENGING & SMARTER TIME GOALS

- 🕒 Incorporate a time planning process mode - structured approach
- 🕒 Initiate changes & select actions to your current situation
- 🕒 Link daily activities, assign priorities & schedule
- 🕒 Effective follow up on people, deadlines & paperwork
- 🕒 Generate momentum for action & head toward your goals

Video: The Rocks of Time - Discuss, Reflect, Apply

Challenge Game: Goal Setting & Planning

8. ANALYZE TIME LOG - JOB TASKS, USAGE OF TIME & ENERGY FLOW

- 🕒 What problems do you see - habits, patterns/tendencies?
- 🕒 What was most productive time of day?
- 🕒 How much time was spent on high priority items?
- 🕒 Analyze your progress & conduct regular reviews
- 🕒 Comparing planned vs actual usage with your time log

Exercise: Create Your Time Log - Study It, Reflect, Evaluate, Discuss & Apply

Evaluation: Analyzing Energy Allocation

9. PRIORITIES - LIVING AN EFFECTIVE LIFE

- 🕒 ABC Analysis - classification of tasks
- 🕒 Maximizing the Important/Urgent matrix
- 🕒 Applying the Pareto Principle (80/20 Rule) for the best results
- 🕒 Developing the habit of immediate attention

Exercise: Back To Your Time Log

Group Project: Identify & Solve Q1, Q2 & Q3 Activities

10. PERFORMANNCE CURVE & ENERGY LEVEL

- 🕒 Profiling your energy levels & personal daily rhythm
- 🕒 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 Physiology, Change State

Practical Session: Circadian Rhythm - Plot Your Energy Levels

Case Study: Mariam vs Khatijah - Discuss Key Learning Points

11. PLANNING & SCHEDULING FOR SUCCESS

- 🕒 Define goals clearly & reduce mental clutter
- 🕒 Create a realistic & productive schedule/dynamic to-do list

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- 🕒 Use a robust planning tool/checklist to analyze & review plans
- 🕒 Plan for productivity improvement

Group Project: Planning & Scheduling

12. MAKING A COMMITMENT, POSITIVE THINKING & SUCCESS

- 🕒 Powerful motivation technique - what has to change to make difference
- 🕒 Positive thinking, personal power of one's mind

Review: Create the Action Plan

Mind Mastery: Writing Positive Affirmations

Visualization: Scaling Technique

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 be effective, successful, well adjusted & want to learn to effectively maximize their time to achieve desired goals & outcomes in work & life as well as to lead a balanced life.

**COMPREHENSIVE MANUAL & WORKBOOK
- WE GO THE EXTRA MILE!**

A practical, easy to read yet thorough set of notes for the participants. It is wonderfully & carefully written with relevant & humorous pictures. 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.**

TRAINING METHODOLOGY

**Accelerated Learning Technique based on 4Ps:
Preparation, Presentation, Practice, Performance**

To make the training effective & thought provoking yet lively & entertaining, the trainer utilizes a combination of various training methodologies including a combination of expert input plus practical sessions:

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



COURSE TRAINER - RACHEL KHOR

- Certified Master Performance Coach (ICF Approved)
- From DC Psychology International & American Institute of Business Psychology
- Certification in Colored Brain Communication
- Certification in Human Drivers & Motivation

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- 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 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 Silva Life System in Mind Development & Stress Control
- Studied & Did Research on Positive Thinking, Mind Mastery, Law of Attraction, Visualization, Self Fulfilling Prophecy, Affirmation, Creativity & Innovation.
- Studied & Did Research on Time Management, Mind Mapping, Lateral & Creative Thinking, Problem Solving, Guided Imagery, Mind Mastery, Visualization

Rachel Khor is currently the **Principal Trainer & Chief Learning Strategist** with Peak Success Abundance Sdn Bhd as well as an experienced entrepreneur & businesswoman.

She is a **Master Trainer** in Time Management, Positive Work Attitude, Creativity & Thinking Outside The Box, Problem Solving Skills, Master Your Mind, Emotional Intelligence & Emotional Drivers, Success Tools & Colored Brain, Communication, Negotiation, Peak Performance, Goal Setting, Leadership & Sales Warriors.

She has undertaken training, consultancy & facilitation projects with various companies, both private & public sectors. She is a sought after Learning & Development Strategist, People Developer, Trainer, Coach & Mentor. Her training 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 her clients keep coming back to her over & over again. 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 committed, dynamic & outcome driven. **She utilizes Accelerated Training methodologies to inspire change & fast results.** She trains with her personal brand of positivity, charisma & focus which greatly motivates her participants to achieve greater heights of achievement.

Participants have described her sessions as inspiring, thought provoking, 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**

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

Rachel receives rave reviews/excellent ratings due to her dynamism, knowledge & fantastic rapport with her participants. She achieves this by ensuring her training is relevant & solution based - always updated with new ideas, strategies & techniques.

SATISFACTION GUARANTEED!



RACHEL'S CLIENTS INCLUDE...

Leighton Offshore, Petronas, Sarawak Energy, Shell, Talisman, BNM, Kementerian Kewangan, Kenanga Investment, Alliamz, Ambank, Affin Holdings, CIMB, Exim Bank, Maybank, Mavcap, RHB Bank, Public Bank, UOB, HSBC, Danajamin, Pan Malaysia Pools, MAA Assurance, Malaysian Reinsurance, Takaful Iklas, Tokio Marine, ACE, Aneka Insurance, Etiqa, MII, Agilent, Ansell, Bristol, Cahya Mata, Cameron, Camcar Textron, Cyberview, Dell, Emhart Glass, Khazanah Nasional, Kotak, Infineon, IJM Plantations, Impressive Edge, Kanzen, KKIP, Kossan Rubber, LG Aluminium, M Mode, Merck, Mimos, MRCB, MNRB, Minetech Resources, Munchys, Myceb, OYL Industries, Pernec, Prokhas, Royal Selangor, Selangor Industrial Corporation, Samsung, Sara Lee, Scenic Moulding, Sime Tyre, SIRIM, Tencate, Takeuzi, Totokiki, Toshiba, Niro Ceramic, Valuecap, White Horse Ceramic, UMW, MAS, Malaysian Airport, KLAS Airport Services, MRT Corp, Lembaga Pelabuhan Klang, PTP, Westport, Johor Port, TNB, Telekom, Maxis, Sunrise, SP Setia, Selangor Dredging, Worldwide Holdings, YLI Industry, IOI, Genting, Hotel Equatorial, Eastin Hotel, Saujana Resort, Subang Medical Centre, Ampang Puteri Hospital, Institut Jantung Negara, Yayasan Pelajaran MARA, Msian Export Academy, FMM, UEM, Naza, Open University, Swinburne University, UKM, UM, Attorney General Office, DBKL, PNB, Iskandar, Ministry of Agriculture, Ministry of Finance, Ministry of Health, Ministry of Tourism, Ministry of Transport, Jabatan Ketua Menteri, Jabatan Perancangan Bandar, SPAD, Yayasan Sarawak, etc

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