



#### Time Schedule

Full Class Time: 0900 – 1700  
 Break: 1015 – 1030 (AM)  
 Lunch: 1300 – 1400  
 Break: 1515 – 1530 (PM)

**Date:** 12 – 13 February 2018

**Venue:** Amcorp Mall, Petaling Jaya

**Course Fees:** RM 1,495 per pax (*excl. GST*)

**Group Discount (2pax & above):** RM 1,345 per pax (*excl. GST*)

## DEADLIEST TIME WARRIOR (2D)

### Kick-Start Your Time Warrior Instinct

In the age of information overload, and high expectation of productive results, the traditional time management techniques do not cut it. You need to go the way of the ‘Productivity Warrior’ – A time warrior who is determined, deliberate, focused, organized, resourceful and skillful. To tame your inbox, papers, tasks, people, to beat procrastination, to maximize your energy, and to work smarter not harder – you have to use techniques like Mindfulness, Camouflage, Zen-like Calm, Ruthlessness, Balance, and Ruthlessness.

This course aims to offer a fun, practical, easy-to-follow warrior’s way to stay in control, keep cool-calm-collected, get more done in less time, to fulfill management’s expectations, and to learn to love your work again.

*Productivity is never an accident. It is always the result of commitment to excellence, intelligent planning, and focused effort. – Paul J Meyers*

#### Learning Outcome:

- Results are achieved through direction and focus
- Whatever it takes – the job gets done
- Agile and flexible to redirect attention and priority
- Remain calm in the face of adversity
- Protect our time and attention – 80/20 Rule
- Manage our mindset (take control of the lizard brain part)
- Initiate your stress busters to address the ‘fire-starters’
- Practice ODC (Order-Discipline-Concentration)

# Course Outline

## MODULE 1: Calm & In Control in the Heat of Battle

- Preparation: Work Attack Strategy
- Practices: Renew 4 Dimensions of Personal Energy
- How You Can Combat ADT (Attention Deficit Trait)

### Practice Exercise

## MODULE 2: Know Your Enemy – Choose Your Weapons

- Thinking and Organizing Tools
- Prioritizing Your Goals and Objectives
  - Spider diagram (Personal Goal Priorities)
  - Rocket/Tree diagram (Goal – Work[Key Area] – Objectives – Steps)

### Application Exercise

## MODULE 3: Dodge the ‘Time Eating Monkey’

- Deal with the Three Types of Management Time:
  - Boss-imposed time
  - System-imposed time
  - Self-imposed time
- How To Return Monkeys To Their Owners
- What Is The Level For The Care and Feeding of Monkeys

## MODULE 4: Harness the Power of Attention

### Management

- Attention? What does it mean?
  - TIME + PRIORITY (Right Attention and Focus) = RESULTS
  - Initiate Proactive – Active – Inactive Attention
- Take Time to Quiet the Monkey & Listen to the Elephant

### Practice Exercise

## MODULE 5: Mount an Attack on Meetings

- Meetings – Work or Waste?
  - Shift from Individual to Group
- Keep Meetings on Track
  - How to Reduce Time Wasted In the Meetings
- Alternatives to Meetings
- Avoid Other People’s POW WOWS!

### Exploratory Discussion

### Methodology

Blended Learning Approach: Power of Experience Sharing, Analyzing Real-Work Situations, Exploratory discussions, Practice and Application Exercises

### Who’s Suitable for this?

Managers, Senior Executives, Supervisors, Team Leads

# Trainer Profile



## JULIA LAI ABDULLAH

- Certified Master Trainer (Institute of New York Master Trainers), USA
- Certified PSMB Trainer (Malaysia)
- Certified Prior Learning Assessor (UK)
- Certified Experiential Activity-Based Trainer, USA
- Certified (ESOL) English for Speakers of Other Languages Trainer, UK
- Certified OJT Trainer (NPC) Singapore
- Certified Administrative Professional (CAP - IAAP, USA)
- IAM Diploma (UK)
- LCCI Sales & Selling Management Diploma (UK)
- Bachelor of Arts in Humanities, Australia

Julia Lai Abdullah is an experienced development and training specialist for over 20 years. She has consulted with organizations in Beijing, Shanghai, Bangkok, and Malaysia on core functional soft skills to upscale employees' performance and productivity. Julia has the confidence to influence and spearhead learning to every participant in her classes. Her excellent communication skill, easy-going and motivational style has helped energize and motivate her participants to effectively participate and learn. Her passionate belief that everyone can succeed has directed her focus to assist participants to surpass their potential, and have coached thousands of executives and teams to achieve effective leadership, greater productivity, impactful communication, exceptional service, teamwork, and continuous improvement.

Julia's knowledge, tasks and soft management skills were developed over ten years in banking, two years in retailing, three years in manufacturing, two years in diplomacy, and four years in adult education – managing various operating areas – learning and applying the skills it takes to run world-class driven organizations. With her unique background and expertise, Julia would be able to help your organization to create a culture of efficiency, effectiveness and innovation.

Over the years she has conducted and designed customized courses for her corporate clients who are players in the field of banking, insurance, hospitality, manufacturing, energy, education and service. To name some of the clients: DKSH Corporate Shared Service, DHL, PPG Coating (M) Sdn. Bhd., Tech Mahindra ICT Services, On Semiconductor Malaysia Sdn. Bhd., DELL Global (Cyberjaya), Sony EMCS (M) Sdn. Bhd., Ambank, Bank Pembangunan, BASF Petronas Chemicals, Container Line, Heitech Padu Berhad, International Medical University, MERCK, Mitsui OSK Lines, MSTs Asia, Sabah Softwoods, Sarawak Plantation Services, Tasek Corporation, UCSI Education, Orient Overseas, Latihan TNB (ILSAS), Universiti Kuala Lumpur, PPB Group Bhd., Wah Seong, AIRBUS, Vale Minerals Malaysia, Management & Science University, JOS, Infineon, Fujitec, Kuok Brothers ...

Julia's popular courses include Analytical Thinker & Problem Solver, Creativity and Innovation at the Verge, A Leader in Leadership, Achieving Results thru Focus and Prioritization, Branded Customer Service: DNA of Service Excellence, Business English Communication Level 1 to 3, POWER-UP! Interpersonal Skills for Managing People at Work, Developing-Managing-Enhancing Skills for High Performance Teams, Healthcare CS, How to Lead Super-Productive Meetings, Mastering the 8-Star Competencies of a Manager, Persuasive Presentation, WTR: Who is the Ringmaster: Transforming Leaders into Game Changers, The 'Brix' Series (MTa): Leadership, Teamwork, Problem Solving, Business Priorities, Personal Excellence through Experiential Learning.