

Time Management Mastery : Boost Productivity with the FOCUS Method

(HRD Corp Programme Number : 10001666899)

COURSE MODULES

- *Foundations of Modern Time Management*
- *Mastering Priorities*
- *Strategic Task Organization*
- *Concentration & High-Value Activities (HVA)*
- *Advanced Productivity Techniques*
- *The Power of Strategic Recovery*
- *Case Study*



In today's fast-paced corporate world, staying productive isn't about working more hours - it's about making every hour count. This professional development program is designed for individuals who want to regain control of their schedule, eliminate office distractions, and consistently deliver high-impact results.

By mastering the FOCUS Method, participants will transition from being "busy" to being truly effective, utilizing proven frameworks like the Eisenhower Matrix and Time Blocking to organize their professional life.

This hands-on program equips you with a practical, jargon-free approach to time management. You will learn how to identify top-priority tasks, maintain deep focus, and apply structured methods to organize your daily workflow for maximum efficiency.

LEARNING OUTCOMES

- **Identify and eliminate the 7 most common "Time Traps" at work.**
- **Master the SMART method to define and rank high-value goals.**
- **Implement the KISS method to break complex projects into actionable steps.**
- **Utilize advanced techniques like Pomodoro, Time Blocking, and Time Batching.**
- **Develop a sustainable schedule that includes strategic breaks to prevent burnout.**

WHO SHOULD ATTEND

- **Managers and Team Leaders**
- **Executives and Entrepreneurs**
- **Freelancers and Remote Workers**
- **Anyone looking to improve their work-life balance and professional output.**

TRAINER PROFILE : Mr. Khor Khuan Eng

Qualifications:- Master of Business Administration (Finance) (MMU), Bachelor's Degree in Biotechnology, HRD Corp Accredited Trainer (Cert No: 44158), AWS Certified Cloud Practitioner

EXPERIENCE

Khor Khuan Eng (KE Khor) is a highly experienced professional with over **15 years** of cross-industry expertise spanning **manufacturing, banking, e-commerce, and telecommunications**. He seamlessly bridges the gap between business strategy and technical execution, delivering high-impact training sessions specifically designed to meet the demands of the modern workforce.

As an **HRD Corp Accredited Trainer**, KE specializes in **workforce productivity**, leveraging his background as a business owner, financial analyst, and operations manager to provide practical, actionable insights. His technical proficiency includes **Cloud Computing (AWS)** and **Python programming**, complemented by a deep understanding of compliance frameworks such as **ISO 27001 (ISMS), PCI-DSS, and DCOS**.



REGISTRATION FORM (HRD Corp Claimable)
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PARTICIPANTS' DETAILS

Participant 1 Full name and I/C



Designation Contact Number

Email Address Vegetarian Meal
YES / NO

Participant 2 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
YES / NO

Participant 3 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
YES / NO

ORGANISATION DETAILS

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :

PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : 3812930508

BANK : Public Islamic Bank Berhad

FEE PAYABLE PER PARTICIPANT :

Normal Price : **RM1,318**

Early Bird (15 days before event) : **RM1,178**

Group Fee (>2 participants) : **RM1,038**

Fee includes course materials, lunch and 2 tea breaks per day.

Claiming HRDF Levy? YES / NO



Date and Venue :

(Pls check our website

<https://wanfahprosper.com/latest-events/>)

Contact : Cik Nor / Puan Nasifah / Mr. Tan

Tel : +60351663399 / +60104403399

WhatsApp : +60162634929 / +601159403399

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

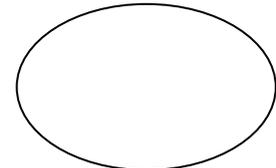
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp