



*Conference:
Effective Time, Task & Work Planning*

*29 June - 3 July 2026
Kuala Lumpur (Malaysia)*

Conference: Effective Time, Task & Work Planning

Conference code: CO8189 From: 29 June - 3 July 2026 Venue: Kuala Lumpur (Malaysia) - Conference Fees: 6300 € Euro

Introduction

With the accelerating change of the twenty-first century, time management skills are at the top of the personal development tool kit. Know where you're going? What do you want from work and life? Concerned how time slips through your fingers and another day, week, month, a year goes by without achieving all you wanted?

This seminar will help you assess your present situation, in terms of work and personal life. It will enable you to manage yourself more effectively within your own time constraints and show you how to better organize and prioritize your work/life tasks.

Objectives

- Explain why managing time really matters to our work and health, in our changing world
- Identify task that should be completed in relation to their key objectives, be managed away.
- Analyze situations that hinder their performance and identify techniques to overcome them.
- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively and project planning.
- Set, monitor and measure the success of objectives.
- Analyze your own strengths and development needs and prepare a personal development plan for the next twelve months.

Target Audience

- Team Leaders / Supervisors
- Professionals
- Administration Executives
- Salespeople

Outlines

Day 1: Our changing world - personal assessment

- What do I hope to achieve?

- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and for others?
- Balancing life and work

Day 2: Why time matters and how your use of time affects others

- How am I using my time?
- What are my time wasters?
- Time logging
- Why do I put things off?
- Ways that other people use time
- Timelines - how do I view time?
- How does my use of time affect others?

Day 3: Work planning and project management

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analyzing and managing risk
- Contingency planning
- Problem-solving techniques

Day 4: Practical techniques for managing time wasters

- Managing paperwork, real and virtual
- Managing travel

- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool.
- Managing Interruptions

Day 5: Making it all work

- Work planning practical
- Debrief
- Testing your plan
- Analyzing your strengths and needs
- Developing your personal development plan

Registration form on the Conference: Effective Time, Task & Work Planning

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