

DAVID ALLEN'S “GETTING THINGS DONE” THE ART OF STRESS-FREE PRODUCTIVITY

Discover David Allen's powerful methods for stress-free performance at work and in life now completely updated.

This workshop will teach you how to:

01

CAPTURE
COLLECT WHAT
HAS YOUR
ATTENTION

02

CLARIFY
PROCESS
WHAT IT MEANS

03

ORGANIZE
PUT IT WHERE
IT BELONGS

04

REFLECT
REVIEW
FREQUENTLY

05

ENGAGE
SIMPLY DO

- Apply the “do it, delegate it, defer it, drop it” rule to get your in-box empty
- Reassess goals and stay focused in changing situations
- Plan and unstick projects
- Overcome feelings of confusion, anxiety, and being overwhelmed
- Feel fine about what you're not doing
- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organize information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Keep current and “ahead of the game” with appropriately frequent reviews
- Keep track of the bigger picture while managing the small details
- Make trusted choices about what to do in any given moment

Who should attend

This GTD training is equally suitable for Executives, Managers, Supervisor, Project Leaders, General Workforce and individuals who wish to achieve a **breakthrough** and **stress-free** productivity system.

Medium of Instruction

The course will be conducted predominantly in English Language. Malay Language will be used if necessary.

Organised by:

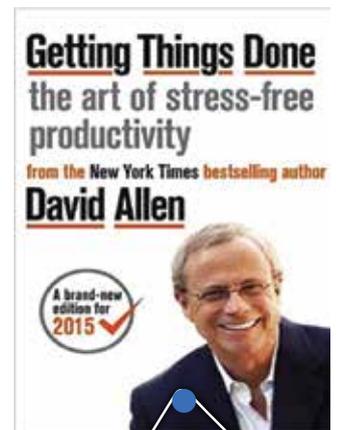


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In collaboration with:

GETTING THINGS DONE (GTD)

About David Allen's GTD

Your mind is for having ideas, not holding them.

That's why David Allen created Getting Things Done™ (GTD). GTD is the work-life management system that has helped countless individuals and organizations bring order to chaos with stress-free productivity. In essence, GTD is a powerful method to manage commitments, information, and communication. It is the result of thirty years of consulting services, private coaching, training, and organizational programs with millions of people internationally. It has earned a reputation as the gold standard in personal and organizational productivity. GTD have helped more than 40% Fortune 500 companies and their employees with a minimum of 20% improvement in the personal productivity and effectiveness.

GTD enables greater performance, capacity, and innovation. It alleviates the feeling of overwhelm—instilling focus, clarity, and confidence with a simple trusted and personal system.

Praise for GTD Seminar and Method

"Getting Things Done offers help building the new mental skills needed in an age of multitasking and overload"
- *The Wall Street Journal*

"Anyone who reads this book can apply this knowledge and these skills in their lives for immediate results"
- *Stephen P. Magee, chaired professor of business and economics, University of Texas at Austin*

"Getting Things Done describes an incredibly practical process that can help busy people regain control of their lives. It Can help you be more successful. Even more important, it can help you have a happier life!"
- *Marshall Goldsmith, coeditor, The Leader of the Future and Coaching for Leadership*

About the Trainers



Mr. Rhymin is a Bruneian with over 23 years of experience in Telecommunications, IT and E-Government. He is fluent in Technical aspects, Business Management and Finance. His last post was Chief Operations Officer at Telekom Brunei Berhad (TelBru).

Sairul Rhymin is passionate in helping others achieved greater personal productivity through the Getting-Things-Done methodology, made popular by David Allen. He is trained by David Allen and other Senior GTD Trainers in delivering the Getting-Things-Done Programme. He is currently undergoing Master Trainer development to sustain the growth of GTD in Malaysia and Brunei Darussalam, and in the near future Singapore.



Trained by David Allen himself in Los Angeles, Stuart Lee is an avid practitioner of the GTD system and is currently the only certified trainer of the program in Brunei Darussalam. He is also an HRDF-certified trainer with over 12 years of experience in the field of communications. He graduated with Master of Arts in Language and Communication and is the current president of Brunei Advanced Speakers' Club

GTD's Schedule for 2017

NO OF DAYS	FEE/PAX (RM)	FEB	APR	JUL	SEP	OCT	DEC
2	2500	21-22	25-26	25-26	19-20	24-25	19-20

Registration Form

No	Name	Designation	Date/Month

Organisation:
 Officer in charge:
 Designation:
 Department:
 Telephone:
 Fax:
 Email:
 Address:

PROGRAMME FEES

- Normal fee: RM 2500 per pax
- Group registration:
 - 2 to 4 Pax: RM 2350 per pax
 - 5 to 9 Pax: RM 2250 per pax

* All prices are inclusive of 6% GST

VENUE: Sunway Putra Hotel, Kuala Lumpur

TERMS AND CONDITIONS

- Programme fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment is received.
- For government official(s), a local order or letter of approval must be presented before the programme started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the programme due to unforeseen circumstances.



PAYMENT METHOD

Bank Draft/Crossed Money Order/Postal Order/Cheque

Account No: **62104-0-01-001507-1**

Alliance Bank PJ Branch

Payable to: **Irshad HR Consulting Sdn Bhd**