



TIME MANAGEMENT & GOAL SETTINGS FOR PROFESSIONALS

23rd OCTOBER 2025 | 9.00AM – 5.00PM | MEF ACADEMY, PJ

In today's fast-paced and demanding work environment, professionals are constantly juggling multiple tasks, deadlines, and expectations. Without clear goals and effective time management, productivity drops, and stress levels rise.

This practical and engaging program is designed to equip participants with proven techniques and tools to manage their time more effectively and set achievable, meaningful goals. Participants will learn how to prioritize tasks, overcome procrastination, stay focused, and align daily activities with long-term objectives.

RM 1,000.00*

Inclusive of SST per participant
HRDF Claimable
Payable to MEF Academy Sdn. Bhd.

Who Should Attend

- Executives, managers, and supervisors
- Professionals and team leaders managing multiple tasks or deadlines
- Administrative and support staff
- Project team members
- Anyone who wants to improve productivity and achieve work-life balance

Learning Outcomes

- Understand the principles of effective time management and goal setting
- Identify personal time-wasters and develop strategies to overcome them
- Apply prioritization tools such as the Eisenhower Matrix and ABC method
- Set SMART goals aligned with organizational or personal objectives
- Plan and schedule tasks more effectively using daily and weekly planning techniques
- Manage interruptions and avoid procrastination
- Use tools and techniques to stay focused, organized, and motivated
- Create an actionable plan to achieve short-term and long-term goals

Scan to Register



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For more information, please contact:

Course Structure

Welcome and Ice Breaker (9.00 – 9.30)		
Module 1 The Value of Time	9.30 – 10.45	<ul style="list-style-type: none"> • Why time management matters • Understanding time as a limited resource • Common time-wasters and productivity traps
Tea Break (10.45 – 11.00)		
Module 2 Time Management Tools & Techniques	11.00 – 12.30	<ul style="list-style-type: none"> • The Eisenhower Matrix: Urgent vs Important • ABC Prioritization Method • Time-blocking, Pomodoro Technique and scheduling hacks • Managing interruptions and multitasking myths
Lunch Break (12.30 – 13.30)		
Module 3 Goal Setting That Works	13.30 – 15.00	<ul style="list-style-type: none"> • Why people fail to meet goals • The SMART goals framework • Aligning personal and professional goals
Tea Break (15.00 – 15.15)		
Module 4 Putting It All Together	15.15 – 16.15	<ul style="list-style-type: none"> • Weekly planning habits • Creating a focused daily routine • Overcoming procrastination • Managing stress and energy, not just time
Reflection & Wrap-Up	16.15 – 17.00	<ul style="list-style-type: none"> • Key takeaways • Sharing of personal action plans • Q&A

Trainer Profile



Ms. Chong Wan Ling is a highly experienced professional with a rich background spanning more than 13 years in the higher education industry. Passionate in both academia and business development, she is dedicated to leveraging her expertise to make a positive impact on society by providing top-quality education and fostering opportunities to all learners.

Her expertise extends to business development, where she has successfully identified and pursued opportunities for growth and expansion. Her strategic planning and collaborative approach have resulted in the establishment of new partnerships and initiative to enhance the organization's market presence. Her extensive experience also encompasses training, where she has excelled in developing and delivering impactful training programmes tailored to the unique needs of diverse audiences.

With a keen understanding of the importance of continuous learning and professional development, Ms. Chong has played a pivotal role in designing and implementing training initiatives aimed at enhancing the skills and capabilities of staff and leaders alike. Her innovative approach to training delivery ensures that participants are actively engaged and equipped with practical skills that can be applied in real-world scenarios.

