



MASTERING TIME FOR PEAK PERFORMANCE (WEBINAR)

26 MAR 2026 | 9.00AM - 1.00PM | ONLINE (MS TEAMS)

Course Overview

Mastering Time for Peak Performance is a training designed to help learners take control of their schedules, energy and priorities. Participants will explore proven time-management frameworks, goal-setting strategies and productivity habits that support academic and professional success. The course emphasizes planning, focus and balance, teaching learners how to reduce procrastination, manage distractions, and work more efficiently. Through guided exercises, real-life examples and reflection activities, learners will build a personalized system for managing time effectively. By the end of the training, participants will feel more organized, confident and equipped to achieve consistent high performance in life.

Who Should Attend

- Business Owners
- HR Personnel
- Senior Managers
- Executives

Learning Outcomes

- Prioritize tasks effectively using proven time-management techniques
- Create realistic schedules that improve focus and productivity
- Reduce procrastination and manage common distractions
- Apply practical strategies to maintain balance and peak performance

Course Registration :



<https://forms.office.com/r/FUCSeT1Kn4>



Course Structure

Time	Agenda
8:30 - 9:00AM	Registration
9:00 - 10:30 AM	MODULE 1: Goal Setting & Prioritization
10:30 - 10:40 AM	Break
10:40 AM - 12:00 PM	MODULE 2: Effective Planning, Scheduling & Time Blocking
12:00 PM - 1:00 PM	MODULE 3: Overcoming Procrastination & Distractions

Trainer Profile



Ms. Chong Wan Ling

Ms. Chong Wan Ling is an accomplished professional with over 13 years of experience in the higher education industry, combining strong expertise in academia, business development, and training. She is dedicated to elevating education quality and expanding learning opportunities for learners at all levels.

She is also highly experienced in developing and delivering high-impact training programmes tailored to diverse audiences, including working professionals and organizational leaders. With a firm belief in continuous learning, she designs engaging and practical learning experiences that empower participants with real-world skills.