



TIME MANAGEMENT & GOAL SETTING FOR PROFESSIONALS

12 FEB 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

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.

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

- Master time management and goal-setting principles
- Identify and overcome personal time-wasters
- Prioritize and plan tasks effectively
- Stay focused, avoid procrastination, and achieve goals

Course Registration :



<https://forms.office.com/r/cmktwri5PC>

RM1,000*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
9:00am - 9:30am	Registration
9:30am - 10:45am	MODULE 1 : The Value of Time <ul style="list-style-type: none"> Why time management matters? Understanding time as a limited resource Common time-wasters and productivity traps
10.45am - 11.00am	Tea break
11.00am - 12.30pm	MODULE 2 : Time Management Tools & Techniques <ul style="list-style-type: none"> The Eisenhower Matrix: Urgent vs Important ABC Prioritization Method Time-blocking and Pomodoro Technique Managing interruptions and multitasking
12.30pm - 1.30pm	Lunch Break
1.30pm - 3.00pm	MODULE 3 : Goal Setting that Works <ul style="list-style-type: none"> Why people fail to meet goals The SMART goals framework Aligning personal and professional goals
3.00pm - 3.15pm	Tea break
3.15pm - 4.15pm	MODULE 4 : Putting It All Together <ul style="list-style-type: none"> Weekly planning habits Creating a focused daily routine Overcoming procrastination Managing stress and energy, not just time
4.15pm - 5.00pm	Key Takeaways <ul style="list-style-type: none"> Sharing of personal action plans Q&A

Trainer Profile



MS CHONG WAN LING

Ms. Chong Wan Ling has over 13 years of experience in higher education, combining strengths in academia, business development, and training. She is dedicated to delivering quality education, building strategic partnerships, and driving organizational growth. Skilled in designing and delivering impactful training programmes, she supports continuous learning for staff and leaders. Her innovative, practical approach ensures participants gain relevant skills for real-world application.

