

# 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.

**Date 1**  
**6 - 7**  
**August**  
**2018**

**Date 2**  
**26 - 27**  
**November**  
**2018**

This workshop will teach you how to:

01	02	03	04	05
<b>CAPTURE</b> COLLECT WHAT HAS YOUR ATTENTION	<b>CLARIFY</b> PROCESS WHAT IT MEANS	<b>ORGANIZE</b> PUT IT WHERE IT BELONGS	<b>REFLECT</b> REVIEW FREQUENTLY	<b>ENGAGE</b> 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

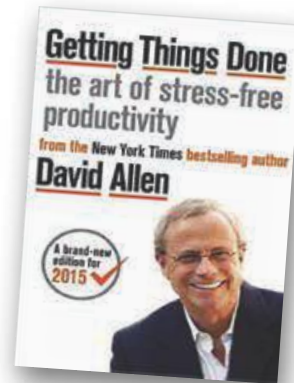
This GTD training is equally suitable for Executives, Managers, Supervisor, Project Leaders, General Workforce and individuals who wish to achieve a breakthrough and stress-free productivity system.

**Who should attend?**

**Medium of Instruction** | The course will be conducted predominantly in English Language. Malay Language will be used if necessary.

**FEE**

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



**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

"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

"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

**About the TRAINER**



**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).

A practitioner of GTD® for many years, he is passionate in helping others achieve greater personal productivity through the GTD® methodology. He is a Certified GTD Trainer who was trained by David Allen and senior GTD® Coaches. He has been invited to give numerous talks on GTD® and trains individuals and organisations in Brunei Darussalam and Malaysia.

Organised by:



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In collaboration with the Master Franchiser:

**RHYMIN & PARTNERS**  
COACHING AND CONSULTANCY  
Bandar Seri Begawan,  
Brunei Darussalam.

# BORANG PENYERTAAN KURSUS

## COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: [ppd@irshad.com.my](mailto:ppd@irshad.com.my)

Tajuk Kursus / <i>Course Title</i> : <b>David Allen's Getting Things Done</b>	Tarikh/ <i>Date</i> : <input type="checkbox"/> 6 - 7 August 2018 <input type="checkbox"/> 26-27 November 2018	Tempat/ <i>Venue</i> : <b>Premiera Hotel, KL</b>
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No.Handphone

\* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM \_\_\_\_\_ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

*Herewith I enclosed Cheque/ M.O/ P.O worth RM \_\_\_\_\_ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)*

**OR**

SBL       SBL KHAS

\* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF [www.hrdf.com.my](http://www.hrdf.com.my)

*\* SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal [www.hrdf.com.my](http://www.hrdf.com.my)*

### TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

\*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

### TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) 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 course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD  
(748222-W)

802, Block B, Phileo Damansara II,  
Jalan 16/11, 46350 Petaling Jaya,  
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

**BAHAGIAN KURSUS UMUM**

For further information and registration:

**PUBLIC PROGRAMME DEPARTMENT**

**(Meiza/Jaslizan/Raihana)**

Tel : 603 7956 0010

Facebook : Irshad HR Consulting



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