

How to Get More Work Done with These 10 Proven Steps

How would you like to get all your work done by the end of the day?

Many people use organisational systems and time management methods but are still unable to get all their work done. Why?

To get more work done, you have to draw up a plan using strategies and tools that will work for you. You need to be aware of time wasters, distractions, procrastination and unproductive use of office technology.

According to a CareerBuilder survey, the three most common disruptions ruining office productivity are talking on the phone and texting, gossiping, and surfing the Internet and social media. With these disruptions occurring every day, it's not surprising that office productivity is at an all-time low.

At the workshop, learn how to develop a plan that will get more of your work done. You will identify important goals, remove time wasters, stop procrastination, use office technology more effectively and learn how to say "no" tactfully.



How you will benefit

By the end of the workshop, you will be able to:

- Set your career and life goals and priorities.
- Develop a plan that will get more work done.
- Improve your focus, concentration, productivity and efficiency.
- Regain control of your career and personal life.

What you will learn

What you will learn in the workshop:

- Understand the difference between productivity and efficiency.
- Identify skill sets that will improve your personal productivity.
- Develop SMART goals that are important to your career and personal life.
- Identify and deal with time wasters, distractions and interruptions.
- Increase your productivity by using technology effectively.
- Learn to delegate and say "no" tactfully.
- Set up boundaries that will help you manage your time effectively.
- Create a realistic plan that will get more of your work done.

Who should attend

Managers, executives and business professionals who want better control of their time and get more of their work done.

What our clients say about our workshops

"This workshop showed me where my work can be streamlined and made more efficient."
Secretary, Multi-national Company

"Very practical. Many people will benefit from the time-saving tips covered." *Manager, JTC*

"I particularly like the part on what is 'Important' and what is 'Urgent' and how this impacts my job and career." *Manager, Statutory Board*

AWS workshops

AWS workshops will help you become more productive at work. You will learn proven techniques that will help you solve problems faster, be more creative, and think more effectively.

Some of our clients

AIA Insurance, American Express Bank, Berjaya Group (Malaysia), Central Provident Fund Board, CIMB Bank, DBS Bank (Hong Kong), DBS Bank (Jakarta), DBS Bank (Singapore), Glaxo Smith Kline, Housing and Development Board, Inland Revenue Authority of Singapore, Infineon Technologies, Intercontinental Hotel Group, Keppel Land, Keppel Shipyard, Land Transport Authority, Micron Semiconductors, National University of Singapore, Singapore Airlines, Singapore Technologies, ST Aerospace and Temasek International.

About the trainer

Wong Peng Wai is a management consultant and corporate trainer.

An affable and engaging trainer, Peng Wai has conducted many workshops on communication skills, time management and systematic innovation for companies and statutory boards. As a consultant, Peng Wai has done more than thirty projects on change management, information technology, banking systems and human resource planning.

Peng Wai has a Master of Business Administration (UK) and a Bachelor of Engineering plus certifications in systems thinking and systematic innovation.

Before starting his training company, Peng Wai was head of investment banking technology at Citibank N.A. and consulting manager at Union Bank of Switzerland.

For more information, contact AWS PTE LTD • www.aws.com.sg • Email: info@aws.com.sg

Workshop Registration Form

Productivity: How to Get More Work Done With These 10 Proven Steps

Date: _____ Time: 9:00AM to 5:00PM

Venue: _____

Fee: _____

Name: _____

Company: _____

Address: _____

Email: _____ Tel: _____

To register for the workshop, please fill in the Registration Form and email it to info@aws.com.sg.

AWS PTE LTD/AWS TRAINING reserves the right to cancel a workshop due to insufficient enrolment or unforeseen circumstance.