



Conquering the Clock : New Paradigm of Post Covid-19

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About me :



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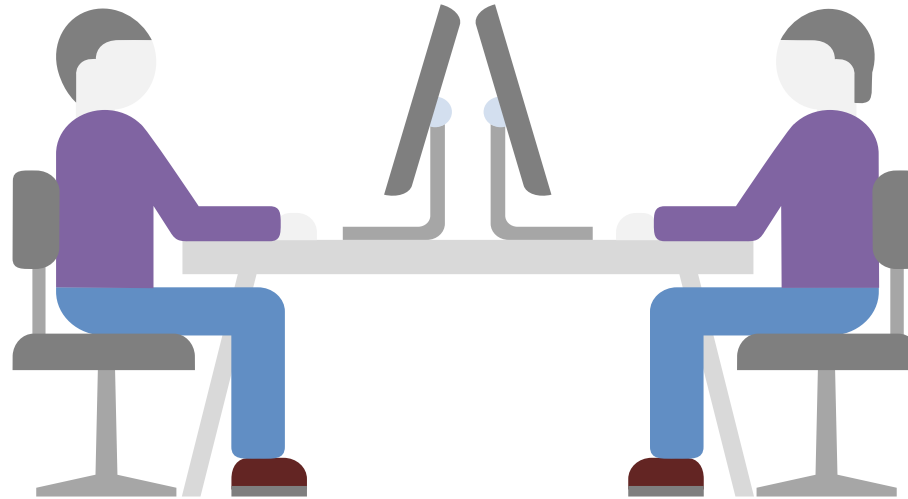
Remember that Time is Money

~ Ben Franklin



Doing nothing is better than
being busy doing nothing
~ Lao Tzu

BUSY ≠ PRODUCTIVE



How Good Is Your Time Management?

01

I use goal setting to decide what tasks and activities I should work on



02

I know how much time I spend on each of the various task I do



03

I prioritize my To Do list or Action Program.



04

I leave contingency time in my schedule to deal with "the unexpected"?

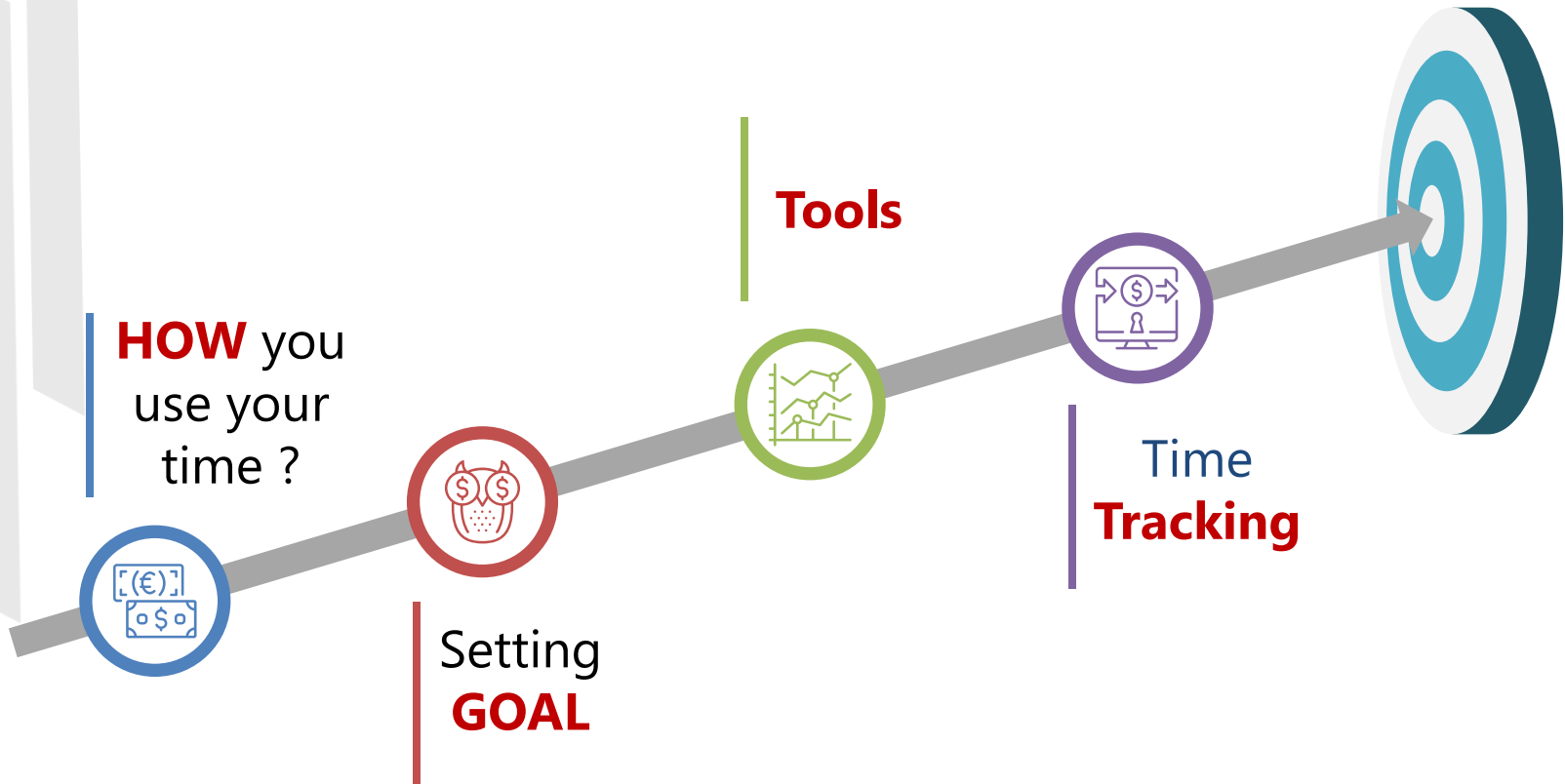


05

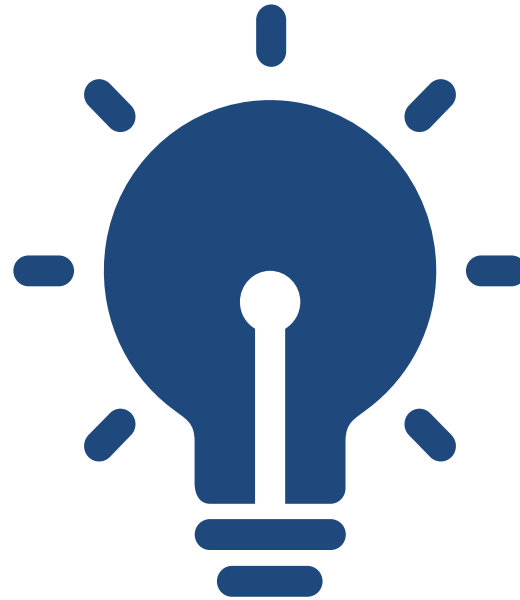
Before I take on a task, I check that the results will be worth the time put in.



Time Management



How you use your time ?



How you use your time ?



Solid

Time spend to exchange your time for money or for qualifications



Maintenance

Time spent keeping your life in workable order



Discretionary

Time where we can choose what you want to spend.

Time Checker

Categories	Activities	Hours	Total hours	%
Solid	Meetings	3	6	25
	Emails	3		
Discretionary	Reading	0.5	8	33
	Playing with kids	2		
	Playing Games	2		
	Social Media	3.5		
Maintenance	Sleeps	7	10	42
	Meals	3		
Total		24	24	100

Setting Goals

What I want to do?



4 DX

Focus, Leverage,
Engagement & Accountability



80 / 20 Rule

80% of result come from
20% of activities

Time Management Tools

How to Say No



Delegation

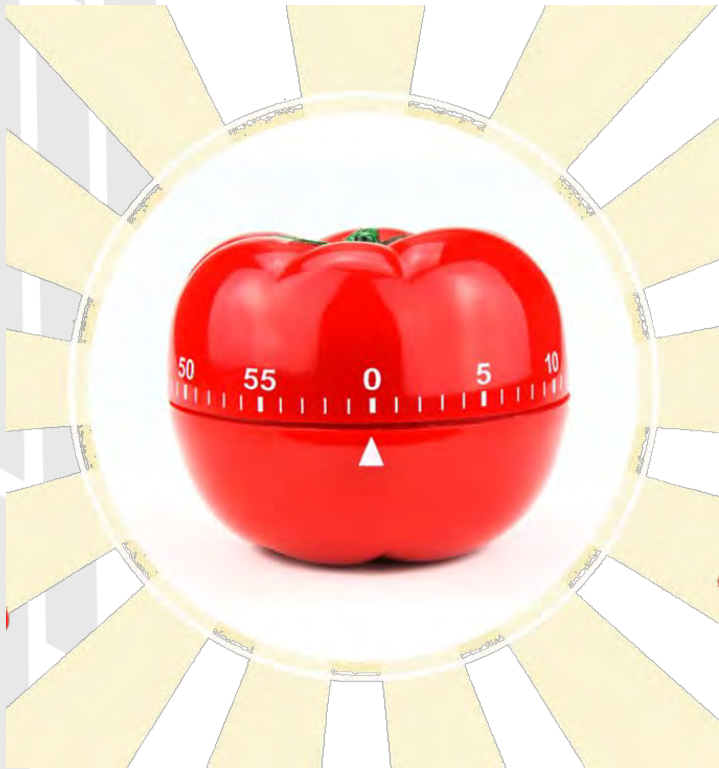


Self Management



Pomodoro Technique

Pomodoro Technique



01

Identify your task

02

Set a timer for 25 minutes

03

Work for the duration of the time

04

Take a 5 minutes break

05

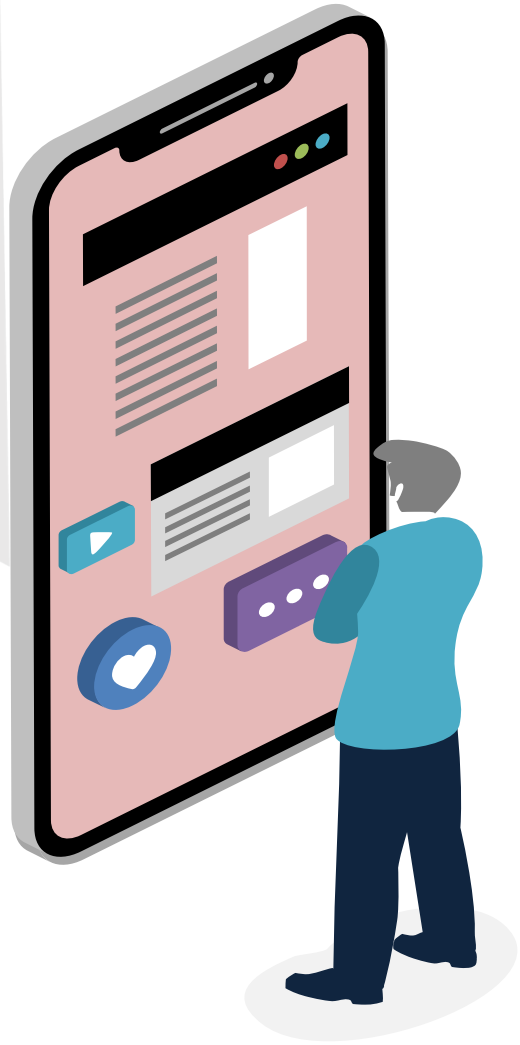
After every fourth break, take a long break for 15-30 minutes

Time Planner - Calendar



	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16
GMT+08	Nuzul Al-Quran (regional)						
5 AM							
6 AM		Morning Exercise 6 – 7am	Morning Exercise 6 – 7am	Morning Exercise 6 – 7am	Morning Exercise 6 – 7am	Morning Exercise 6 – 7am	Morning Exercise 6 – 7am
7 AM		Breakfast 7 – 8am	Breakfast 7 – 8am	Breakfast 7 – 8am	Breakfast 7 – 8am	Breakfast 7 – 8am	Breakfast 7 – 8am
8 AM			(No title) 8 – 9:30am Hypermarket		(No title) 8 – 9:30am Hypermarket		(No title) 8 – 9:30am Hypermarket
9 AM							
10 AM							
11 AM			Conquering the Clock: Nev 10:30 – 11:30am				
12 PM		(No title) 12pm, Lunch	(No title) 12pm, Lunch	(No title) 12pm, Lunch	(No title) 12pm, Lunch	(No title) 12pm, Lunch	(No title) 12pm, Lunch
1 PM							
2 PM							

Time Planner - Reminder



Time Planner - Records

The screenshot shows a 'Personal Timetable' interface with a green background. At the top, there are navigation options: 'Wk1 Free', 'Team Visible', 'WO Invite', and 'Butler'. Below this, there are three columns of task cards:

- Priority:** Read 2 Books (WO), Wash Car (WO), and an 'Add another card' button.
- To Do List:** Hypermarket and an 'Add another card' button.
- Pending:** Meeting with Michelle and an 'Add another card' button.

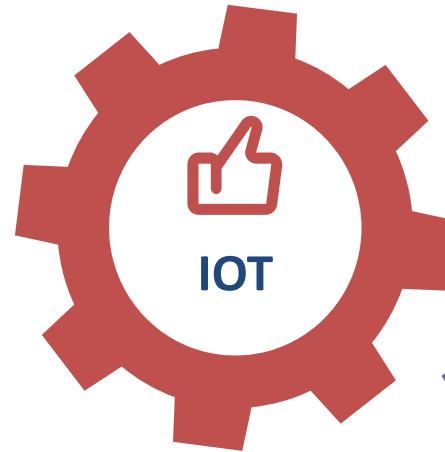
A large red arrow points from the right side of the image towards the 'Add another card' buttons in the 'To Do List' and 'Pending' columns.

Below the main interface, there are two detailed views:

- Read 2 Books Card Detail:** Shows 'MEMBERS' (wo), 'LABELS' (green), 'Description' (Add a more detailed description...), 'Activity' (Write a comment...), and 'Show Details'.
- Change Due Date Dialog:** A calendar for May 2020 with the 12th selected. It includes a 'Set Reminder' dropdown set to '1 Day Before', 'Save', and 'Remove' buttons. A note at the bottom says: 'Enable the Calendar Power-Up! You'll get a calendar view of your cards and an iCal feed. Woo!'.



Summary :





Q & A



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