



## Your mind is for having ideas, not holding them.

That's why David Allen created Getting Things Done<sup>®</sup> (GTD). GTD is the work-life management system that has helped countless individuals and organizations bring order to chaos with stress-free productivity. In essence, GTD is a powerful method to manage commitments, information, and communication. It is the result of thirty years of consulting services, private coaching, training, and organizational programs with millions of people internationally. It has earned a reputation as the gold standard in personal and organizational productivity. GTD have helped more than 40% Fortune 500 companies and their employees with a minimum of 20% improvement in the personal productivity and effectiveness. GTD enables greater performance, capacity, and innovation. It alleviates the feeling of overwhelm—instilling focus, clarity, and confidence with a simple trusted and personal system.

### Program Outcome

At the end of this training, participants will be able to:



CAPTURE



CLARIFY



ORGANIZE



REFLECT



ENGAGE

- 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

### Methodology

Training will include various sessions on GTD theories, personal sharing and individual/group-based activities. On the separate half-day session, participants will be guided on implementing and installation of a personal system.

### Program Itinerary

During the training, participants will learn:

- Essence of Productivity
- Horizon of Focus<sup>™</sup>
- Capture — Collect what has your attention
- Clarify — Process what it means
- Organize — Put it where it belongs
- Reflect — Review frequently
- Engage — Actually doing it!

### Who should attend

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.

### Medium of Instruction

The course will be conducted predominantly in English Language. Malay Language will be used if necessary

### ABOUT THE TRAINERS



**Sairul Rhymin C.A. Mohamed**

A practitioner of GTD for many years, he is passionate in helping others achieve greater personal productivity through the GTD methodology. He is trained by David Allen and other Senior GTD Trainers. He is currently undergoing Master Trainer development to sustain the growth of GTD in Malaysia and Brunei Darussalam, and in the near future Singapore. He has over 25 years of experience in Telecommunications, People Development, IT and E-Government and is fluent in Technical aspects, Business Management and Finance.



**Stuart Lee**

Trained by David Allen himself in Los Angeles, Stuart Lee is an avid practitioner of the GTD system and is currently the only certified trainer of the program in the country. He is also an HRDF-certified trainer with over 12 years of experience in the field of communications. He graduated with Master of Arts in Language and Communication and is the current president of Brunei Advanced Speakers' Club

### RHYMIN & PARTNERS

COACHING AND CONSULTANCY

Unit 18, Second Floor, Block A  
Abdul Razak Complex, Gadong  
Bandar Seri Begawan BE3919  
Brunei Darussalam

Phone +673 877 7818  
Email [Stuart.lee@rhyminpartners.com](mailto:Stuart.lee@rhyminpartners.com)

[www.rhyminpartners.com](http://www.rhyminpartners.com)