



bilif

GETTING THINGS DONE®

18 - 19 SEPTEMBER 2023

 DEADLINE TO REGISTER  
21 August 2023

# OVERVIEW

Your mind is for having ideas, not holding them.

Getting Things Done® is the work-life management system that has helped countless individuals and organisations 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.

GTD enables greater performance, capacity, and innovation. It alleviates the feeling of being overwhelmed, instilling focus, clarity, and confidence with a simple, trusted and personal system.

# OBJECTIVES

- 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; and
- Make trusted choices about what to do in any given moment.

# WHO IS THIS PROGRAMME FOR?

- Executives;
- Managers;
- Supervisors;
- Project Leaders;
- General Workforce; and
- Individuals who wish to overcome overwhelm, achieve a breakthrough and stress-free productivity system.

## PROGRAMME OUTLINE

Modules
Essence of Productivity
Horizon of Focus®
Mindsweep
CAPTURE – Collect what has your attention
CLARIFY – Process what it means
ORGANISE – Put it where it belongs
REFLECT – Review frequently
ENGAGE - Simply Do

# METHODOLOGY



Face-to-face training

# PROGRAMME DETAILS

Date	Time
18 September 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm
19 September 2023	8:30 am – 12:00 pm

\*\*\*Time/date is subject to change

Please refer to [www.bilif.com.bn](http://www.bilif.com.bn) for the latest updates\*\*\*

*Read why people love this programme!*

*Rated:*



“  
ORGANISING  
EMAILS AND MIND  
SWEEP  
”

“  
BOOST YOUR  
MOTIVATION  
”

“  
HOW TO BECOME  
ORGANISE. NEXT  
ACTION.  
”

“  
VERY  
INTERACTIVE,  
ENGAGEMENT  
”

# PROGRAMME LEADER

## **SAIRUL RHYMIN C.A MOHAMED**

Sairul Rhymin, has over 25 years of experience in Telecommunications, People Development, IT and E-Government. He has held senior positions in both the Government and Private sector in Brunei Darussalam. A practitioner of GTD for many years, he is passionate in helping others achieve greater personal productivity through the GTD methodology. He was 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.

# GETTING THINGS DONE ®

■ 18 - 19 September 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 21 August 2023.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
NORMAL FEE	<input type="checkbox"/> \$ 690.00	<input type="checkbox"/> \$ 690.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:  IC Number:   
Position:  Department:   
E-mail:  Phone:

Full Name:  IC Number:   
Position:  Department:   
E-mail:  Phone:

Full Name:  IC Number:   
Position:  Department:   
E-mail:  Phone:

## APPROVING OFFICER

Name:  Email:   
Position:  Department:

\_\_\_\_\_  
Signature and Company's Stamp

Please email the invoice to:

## Terms and conditions:

### Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

### Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

# ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

**74**

Events

**687**

Programmes  
and Examinations

**15,300+**

Participants

# INTERNATIONAL AWARD WINNING INSTITUTE





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for any enquiries

[askSEED@bilif.com.bn](mailto:askSEED@bilif.com.bn)

*Alternatively, you can also whatsApp us at  
+673 8271140 to learn more about our offerings*