



WORKBOOK

**LEADER
IN
YOU!**



AWAKEN ACADEMY



MORULE 3.1

COMMUNICATION



YOU RECEIVED AN EMAIL FROM YOUR EMPLOYEE/COLLEAGUE MENTIONING THE ABSENCE FROM WORK DUE TO DECEASED FAMILY MEMBER. HOW WOULD YOU REPLY THE EMAIL (KEEP IN MIND TO BE SENSITIVE, CLEAR, CONCISE AND COMPASSIONATE) WHILE MAINTAINING PROFESSIONALISM?



MODULE 3.2

TIME MANAGEMENT

THE EISENHOWER MATRIX



GET IN TOUCH WITH DR SYAHIRAH



REACH OUT TO ME ANY TIME FOR MORE INFORMATION ABOUT MY COURSES, OR COACHING PROGRAMS.

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