

# Time management made easy



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**Efficiency is one thing... but to be effective with a limited time is another thing altogether.**  
— KHAIRUL ANWAR KAMARUDIN

**A** GENERAL manager, a father of two and a part-time student, 32-year-old Khairul Anwar Kamarudin wears many hats. While many professionals constantly struggle with time management, Khairul divides his time between the office, home and school with enviable ease.

"As with other professionals, I have normal working hours. But at home, I go through the university's audio and video materials while playing with my daughters," he says with a chuckle.

"Efficiency is one thing," he says, "but to be effective within a limited time is another thing altogether. I believe that being effective is key when you have such a busy schedule."

Khairul, who is pursuing his Master's degree in Business Administration (MBA) at Asia e University, is a big advocate of part-time study. According to him, part-time study offers the kind of flexibility suited for those who have to juggle time to fit in family and career.

"Such flexibility is perfect for adult learners who are keen on pursuing their academic aspirations. It allows students to keep working while gaining in-depth academic knowledge at the same time. As such, it provides students the opportunity to put the newly-gained knowledge into practice," he quips.

Khairul adds, "What's great about Asia e University is that it provides students with top-notch facilities. The library, from which I borrow five books every three weeks, is very up-to-date. Access to online journals and case studies is also helpful as it lets you research and read up on necessary information easily."

Echoing a similar opinion is Sukumaran Simathambiy: "I have never seen so many academic journals in my life. And knowing that I have the access to study them all online is amazing," says the 57-year-old of the e-library facility offered by Asia e University.

Sukumaran, who completed his Master's in Management (MIM) last April, explains that the e-library allows him to catch up on reading materials at his own pace.

"Asia e University's innovative distance-learning programme keeps me productive and up-to-date despite having reached retirement age," says Sukumaran, who is currently employed as a quality assurance manager at a local university college.

Having established himself as a management trainer, he says that his current job in the education business requires a set of knowledge new to him.

For that reason, he decided to take up a postgraduate diploma in Higher Education

Teaching at Asia e University recently.

"My current profession requires me to meet a lot of people in the academic world. To excel in what I do, I am determined to speak the common 'language' in this industry. That's why I am pursuing my studies in Higher Education Teaching," he shares, adding that Asia e University is the only university offering the programme on a part-time basis.

When asked to what extent should one be committed to the programme to be a successful part-time student, Sukumaran suggests two hours of study per day should be enough. Khairul recommends one hour of undistracted study time per day as being sufficient.

However, both are quick to point out that the most important thing when it comes to part-time study is self-discipline.

### Robust, flexible curriculum

Asia e University's MBA programme offers a robust curriculum with 10 compulsory subjects and four elective subjects. The compulsory subjects include Organisational Behaviour, Financial Management, Marketing Management and International Business.

Meanwhile, the elective courses zoom into specific, albeit relevant, studies such as Islamic Financial System, Islamic Banking and Finance, Small Business Management, Creativity and Innovation Management, Human Resource Management and Security Investment and Portfolio Management.

Asia e University is Malaysia's leading distance learning institution. Its postgraduate school has provided education to 1,500 local and foreign professionals since 2008.

● For details, look out for Asia e

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