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Course Name

Golden Rules of Time Management

Sector Name

Interpersonal Skills and Self Development

Document Type

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Golden Rules of Time Management

Course Introduction

In a world defined by distractions, competing priorities, and rising work pressure, mastering time is no longer a productivity hack — it's a leadership necessity.

The Golden Rules of Time Management program by **BOOST** is a results-driven program designed to transform the way professionals approach time, focus, and priorities.

This **five-day** program presents a strategic, behavioural, and mindset-driven approach to time management. It blends essential time management principles with real-world strategies for boundary-setting, focus cultivation, energy management, and attention alignment.
Participants will learn how to take control of their schedules, eliminate timewasters, prioritize high-value tasks, and reclaim time for thinking, reflection, and results.

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Target Audience

- ✓ Mid-level professionals, team leaders, and high-potential talents are navigating growing demands.
- ✓ Executives and managers who need to regain focus and reduce low-value busyness.
- ✓ HR, operations, and project staff are juggling multiple stakeholders and deadlines.

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Learning Objectives

- ✓ Understand the psychology of time and how habits, mindset, and workplace culture affect personal productivity.
- ✓ Build and protect time boundaries for deep focus, rest, planning, and high-impact work.
- ✓ Learn to manage digital distractions, multitasking behaviours, and low-value task overload.
- ✓ Align your time use with your role, performance goals, and strategic priorities.
- ✓ Develop a personalized time management system using tested tools, rules, and mindset shifts.

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Course Outline

✓ DAY 01

Understanding Time as a Strategic Resource

- ✓ Shifting from activity-based to outcome-based time management.
- ✓ The hidden cost of poor time use: productivity, wellbeing, and credibility.
- ✓ Time vs. energy vs. attention: managing the real levers of performance.
- ✓ Defining your time drivers: roles, deliverables, performance measures, and non-negotiables.
- ✓ Conducting a personal time audit to uncover your patterns and time leaks.

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Course Outline

✓ Day 02

Focus, Prioritization, and Energy Management

- ✓ Applying the 80/20 rule to your daily decisions.
- ✓ Distinguishing urgent vs. important: frameworks for strategic prioritization.
- ✓ Mental energy zones and how to structure your day around peak focus windows.
- ✓ The myth of multitasking: how to reduce context-switching and decision fatigue.
- ✓ Developing morning, mid-day, and shutdown routines that optimize clarity and flow.

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Course Outline

✓ Day 03

The Golden Rules of Boundaries and Calendar Discipline

- ✓ **Rule 1:** Know What's Needed — becoming an expert time estimator.
- ✓ **Rule 2:** Set the Boundary — designing your calendar for intention, not reaction.
- ✓ **Rule 3:** Keep the Boundary — protecting your time blocks and saying no with confidence.
- ✓ Understanding and managing boundary friction: guilt, culture, urgency, and self-sabotage.
- ✓ Communicating availability and response expectations with stakeholders and colleagues.

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Course Outline

✓ Day 04

Digital Discipline and Communication Efficiency

- ✓ Managing email overload: batching, expectations, and inbox triage systems.
- ✓ Smart messaging practices across platforms (Teams, Slack, WhatsApp).
- ✓ Replacing status meetings with async updates and structured reporting.
- ✓ Using technology tools for focus and accountability without becoming a slave to them.
- ✓ Minimizing notification fatigue and defining “offline” zones.

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Course Outline

✓ Day 05

Long-Term Time Mastery and Leadership Alignment

- ✓ Connecting time management to leadership, wellbeing, and long-term success.
- ✓ Delegating and trust-building to reduce over-functioning and micromanagement.
- ✓ Building a “thinking buffer”: Time for reflection, innovation, and decision-making.
- ✓ Auditing recurring tasks, meetings, and deliverables for elimination or redesign.
- ✓ Designing your personalized time operating system: rules, rhythms, and mindset resets.
- ✓ Certification Closing and Personal Time Management Commitment Plan.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 14, 2027	June 18, 2027	5 days	4250.00 $	UAE , Abu Dhabi
July 26, 2027	July 30, 2027	5 days	4250.00 $	UAE , Dubai
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 $	KSA , Riyadh
Jan. 25, 2027	Jan. 29, 2027	5 days	4950.00 $	England , London

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