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Course Name

Time Management – Executive

Sector Name

Interpersonal Skills and Self Development

Document Type

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Time Management – Executive

Course Introduction

For executives, time is not a personal resource; it is a strategic asset. Poor time management at the executive level not only affects individual productivity; it impacts decision quality, organizational focus, leadership effectiveness, and overall performance.

Developed by **Boost,** this course reframes time management as a leadership and organizational discipline. The program helps executives manage time through priorities, delegation, decision-making, and focus on high-impact activities—without focusing on calendars, to-do lists, or personal efficiency tricks.

Boost's Time Management – Executive course enables leaders to reclaim control of their time and direct it toward strategic value creation.

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Target Audience

✓ Executives and senior leaders

✓ Directors and department heads

✓ General managers

✓ Business owners and decision-makers

✓ Senior professionals with broad responsibilities

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Learning Objectives

- ✓ Understanding time as a strategic leadership resource
- ✓ Identify executive-level time drains and distractions
- ✓ Aligning time with organizational priorities
- ✓ Improve decision-making through better time control
- ✓ Delegate effectively to protect executive time
- ✓ Increase organizational focus and execution through leadership time management

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Time Management – Executive

Course Outline

✓ DAY 01

Module 1: Executive Time and Organizational Impact

- ✓ How executive time shapes organizational priorities
- ✓ The cost of poor executive time use
- ✓ Leading through time allocation

Module 2: Strategic vs. Operational Time

- ✓ Distinguishing high-impact vs. low-impact activities
- ✓ Avoiding executive involvement in operational noise
- ✓ Protecting strategic thinking time

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Course Outline

✓ Day 02

Executive Focus and Decision Quality

Module 3: Time, Focus, and Decision-Making

- ✓ How time pressure affects judgment
- ✓ Creating space for quality decisions
- ✓ Avoiding reactive leadership

Module 4: Managing Interruptions at the Executive Level

- ✓ Meetings, emails, and unplanned demands
- ✓ Reducing decision fatigue
- ✓ Setting boundaries without disengagement

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Course Outline

✓ Day 03

Delegation and Time Leverage

Module 5: Delegation as a Time Strategy

- ✓ Delegation vs. abdication
- ✓ Leveraging team capability
- ✓ Preventing reverse delegation

Module 6: Empowering Others to Protect Executive Time

- ✓ Building accountability below the leadership level
- ✓ Reducing dependency on executives
- ✓ Trust and control balance

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Course Outline

✓ Day 04

Time Alignment and Organizational Rhythm

Module 7: Aligning Time with Strategic Priorities

- ✓ Translating strategy into time focus
- ✓ Avoiding misalignment between goals and time spent
- ✓ Reinforcing priorities through behavior

Module 8: Managing Meetings, Reviews, and Commitments

- ✓ Meeting value vs. cost
- ✓ Executive participation discipline
- ✓ Ensuring meetings drive action

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Course Outline

✓ Day 05

Sustaining Executive Time Effectiveness

Module 9: Long-Term Executive Time Discipline

- ✓ Developing personal leadership routines
- ✓ Reviewing time allocation regularly
- ✓ Learning from time use patterns

Module 10: Leading a Time-Effective Organization

- ✓ Creating a culture that respects time
- ✓ Modeling effective time behavior
- ✓ Embedding time discipline into leadership practice

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4250.00 $	UAE , Abu Dhabi
June 7, 2027	June 11, 2027	5 days	2150.00 $	Virtual , Online
Aug. 2, 2027	Aug. 6, 2027	5 days	4950.00 $	Austria , Vienna
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 $	UAE , Dubai
Aug. 8, 2027	Aug. 12, 2027	5 days	4250.00 $	KSA , Riyadh
Sept. 27, 2027	Oct. 1, 2027	5 days	2150.00 $	Virtual , Online

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