



Consulting and Training | Reach New Heights

Course Name

Time Management - Executive

Sector Name

Interpersonal Skills and Self Development

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



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.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Time Management - Executive

Target Audience

- ✓ Executives and senior leaders
- ✓ Directors and department heads
- ✓ General managers
- ✓ Business owners and decision-makers
- ✓ Senior professionals with broad responsibilities

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

Time Management - Executive

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

Time Management - Executive

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Time Management - Executive

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Time Management - Executive

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Time Management - Executive

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

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Time Management - Executive

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
July 27, 2026	July 31, 2026	5 days	4950.00 \$	Austria , Vienna
Nov. 16, 2026	Nov. 20, 2026	5 days	4250.00 \$	UAE , Dubai
Aug. 2, 2026	Aug. 6, 2026	5 days	4250.00 \$	KSA , Riyadh
Sept. 27, 2026	Oct. 1, 2026	5 days	2150.00 \$	Virtual , Online

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

