



Consulting and Training | Reach New Heights

Course Name

Time Management - Entry to Mid

Sector Name

Interpersonal Skills and Self Development

Document Type

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Course Introduction

Time management is not about doing more work in less time—it is about making conscious choices about how time is used. Many professionals feel constantly busy yet struggle to achieve meaningful results due to poor time awareness, interruptions, and a lack of control over daily work demands.

Developed by **Boost**, this course presents time management as a work behavior and execution skill, not a list of tips or rigid techniques. The program equips participants with practical approaches to manage their time realistically, reduce waste, and increase focus—without turning time management into pressure or overload.

Boost's Time Management - Entry to Mid-course enables professionals to regain control of their time and improve productivity sustainably.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Employees are struggling with time pressure
- ✓ Administrative and operational staff
- ✓ Supervisors and coordinators
- ✓ Professionals seeking better daily control

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Learning Objectives

- ✓ Understand how time is spent at work
- ✓ Identify common time wastes and inefficiencies
- ✓ Manage interruptions and competing demands
- ✓ Balance workload within available time
- ✓ Improve focus and task completion
- ✓ Build sustainable time management habits

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Course Outline

✓ DAY 01

Understanding Time at Work

Module 1: The Reality of Time Management

- ✓ Why time feels insufficient
- ✓ Busy vs. productive
- ✓ Common misconceptions about time

Module 2: Time Awareness and Work Patterns

- ✓ How time is used
- ✓ Identifying personal work patterns
- ✓ Recognizing hidden time loss

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Course Outline

✓ Day 02

Managing Daily Time Challenges

Module 3: Identifying Time Wasters

- ✓ Internal vs. external time wasters
- ✓ Unplanned tasks and interruptions
- ✓ Managing distractions

Module 4: Controlling Interruptions

- ✓ Handling emails, messages, and requests
- ✓ Setting boundaries professionally
- ✓ Protecting focus time

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Course Outline

✓ Day 03

Time Control Through Better Choices

Module 5: Aligning Time with Work Priorities

- ✓ Spending time on high-impact work
- ✓ Avoiding reactive work patterns
- ✓ Making conscious time decisions

Module 6: Estimating and Allocating Time Realistically

- ✓ Avoiding underestimation
- ✓ Matching tasks with available time
- ✓ Managing spillover and overload

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Course Outline

✓ Day 04

Maintaining Focus and Energy

Module 7: Focus Management

- ✓ Single-task focus vs. constant switching
- ✓ Managing mental energy
- ✓ Working at peak times

Module 8: Preventing Burnout and Overcommitment

- ✓ Recognizing overload early
- ✓ Saying no when necessary
- ✓ Maintaining work-life balance

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Course Outline

✓ Day 05

Building Sustainable Time Management Habits

Module 9: Developing Personal Time Discipline

- ✓ Daily and weekly routines
- ✓ Reviewing time use
- ✓ Continuous improvement

Module 10: Applying Time Management at Work

- ✓ Integrating time management into daily tasks
- ✓ Adapting techniques to work in reality
- ✓ Sustaining long-term improvement

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Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|----------------|----------------|----------|------------|-------------------|
| March 15, 2027 | March 19, 2027 | 5 days | 4250.00 \$ | UAE , Dubai |
| June 7, 2027 | June 11, 2027 | 5 days | 4950.00 \$ | Spain , Barcelona |
| July 5, 2026 | July 9, 2026 | 5 days | 4250.00 \$ | KSA , Dammam |
| Nov. 2, 2026 | Nov. 6, 2026 | 5 days | 2150.00 \$ | Virtual , Online |

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