



Interpersonal Skills and Self Development

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.

Target Audience

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

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.

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.

• 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.

• 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.

• 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.

• 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.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 14, 2025	July 18, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 26, 2025	Oct. 30, 2025	5 days	4250.00 \$	KSA - Riyadh
May 19, 2025	May 23, 2025	5 days	4250.00 \$	UAE - Abu Dhabi