Training Course on Time Management and Productivity for the C-Suite

Professional Development Training Course Outline

Category	CEOs and Directors	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's hyper-competitive and rapidly evolving global marketplace, **C-suite executives** face unprecedented demands on their time and cognitive resources. Training Course on Time Management and Productivity for the C-Suite is meticulously designed to equip senior leaders with advanced strategies and practical frameworks to reclaim control of their schedules, amplify personal and organizational productivity, and sustain peak performance. By mastering strategic prioritization, effective delegation, and advanced focus techniques, executives will unlock new levels of efficiency, reduce decision fatigue, and ultimately drive greater strategic impact for their organizations.

This program moves beyond conventional time management tips, delving into the neuroscience of productivity, leadership efficacy, and the systemic optimization of executive workflows. Participants will learn to identify and mitigate critical "time stealers" and "productivity killers" inherent in senior leadership roles. Through practical exercises, real-world case studies, and personalized action planning, attendees will develop a robust, sustainable methodology for **strategic time allocation**, **executive presence**, and cultivating a **high-performance culture** within their teams. This course is an investment in unparalleled **executive efficiency** and **sustainable leadership**.

Programme Curriculum

Training Course on Time Management and Productivity for the C-Suite

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Course Objectives

1. Develop advanced techniques for distinguishing between urgent and important tasks, leveraging the **Eisenhower Matrix** and other executive-level prioritization frameworks.
2. Enhance the speed and quality of strategic decisions by minimizing cognitive overload and fostering **data-driven time allocation**.
3. Master the art of delegating for impact, empowering teams, and fostering a culture of ownership and accountability.
4. Leverage cutting-edge **AI-powered productivity tools**, collaborative platforms, and automation to streamline executive workflows.
5. Implement robust strategies for creating a **focus-driven work environment** and managing digital and in-person distractions.
6. Understand and apply principles of **chronotypes** and **biohacking for executives** to optimize personal energy cycles for sustained productivity.
7. Transform unproductive meetings into highly effective, **action-oriented strategic sessions**.
8. Develop sustainable practices for achieving **executive work-life balance** and preventing burnout.
9. Enhance communication strategies to manage expectations, influence stakeholders, and save valuable time.
10. Build resilience and agility to navigate unexpected challenges and urgent demands without derailing strategic objectives.
11. Establish a framework for ongoing self-assessment, feedback, and iterative improvement of personal and team productivity systems.
12. Cultivate a personal brand as an **efficient and effective leader**, inspiring similar practices across the organization.
13. Learn to track and analyze personal productivity metrics to demonstrate tangible return on time investment.

Organizational Benefits

- C-suite leaders equipped with superior time management skills will foster a more responsive and adaptable organization.
- Improved focus and prioritization at the executive level translate directly into more effective execution of critical strategic initiatives.

- Streamlined executive workflows and efficient decision-making mitigate bottlenecks and accelerate business processes.
- Leaders who model effective time management and empower their teams contribute to a less stressed, more engaged, and higher-performing workforce.
- Freeing up executive time from administrative burdens allows for more dedicated focus on innovation, research, and development.
- Efficient time management leads to better allocation of human and financial resources across the organization.
- By demonstrating and teaching effective productivity practices, C-suite executives develop a stronger pipeline of future leaders.

Target Audience

1. Chief Executive Officers (CEOs)
2. Chief Operating Officers (COOs)
3. Chief Financial Officers (CFOs)
4. Chief Technology Officers (CTOs)
5. Chief Marketing Officers (CMOs)
6. Chief Human Resources Officers (CHROs)
7. Board Members and Senior Partners
8. High-Potential Senior Executives poised for C-suite roles

Course Outline

Module 1: The Executive Time Audit & Productivity Landscape

- Understanding the C-Suite Time Drain: Identifying common "time stealers" unique to senior leadership.
- Personal Productivity Assessment: A comprehensive self-assessment to pinpoint current time management strengths and weaknesses.
- Activity Logging & Analysis: Practical techniques for tracking time expenditure and identifying areas for immediate optimization.
- The Myth of Multitasking: Debunking common productivity fallacies and introducing the power of single-tasking for executives.
- **Case Study**: *The Fortune 500 CEO's Calendar Overhaul*: How a CEO transformed their chaotic schedule into a strategic blueprint by identifying and eliminating low-value activities.

Module 2: Strategic Prioritization for Maximum Impact

- Mastering the Eisenhower Matrix (Urgent/Important): Advanced application for executive-level decision-making on tasks and projects.
- The Pareto Principle (80/20 Rule) in Executive Context: Identifying the vital few activities that yield 80% of strategic results.
- Goal Alignment & OKR Integration: Ensuring daily activities directly support overarching organizational objectives and Key Results.
- Strategic Time Blocking & Deep Work Sessions: Allocating dedicated, uninterrupted blocks for high-value, cognitive tasks.
- **Case Study**: *Scaling an E-commerce Unicorn with Strategic Focus*: How a COO used rigorous prioritization to guide rapid expansion amidst competing priorities.

Module 3: Advanced Delegation & Empowerment

- Delegation for Development, Not Just Task Offloading: Empowering direct reports and building leadership capacity within teams.
- The Art of Clear Communication & Expectations: Ensuring delegated tasks are understood, executed effectively, and aligned with desired outcomes.
- Monitoring & Follow-up Without Micromanagement: Striking the right balance to ensure accountability and progress.
- Identifying "Monkeys" & Preventing Re-Delegation: Strategies to prevent tasks from bouncing back to the executive.
- **Case Study**: *Transforming a Global Marketing Department through Delegation*: How a CMO fostered a self-sufficient and innovative team by mastering strategic delegation.

Module 4: Optimizing Executive Communications

- Email Management for C-Suite Efficiency: Implementing "Inbox Zero" principles, reducing email volume, and leveraging email for strategic communication.
- Effective Meeting Facilitation & Participation: Techniques for leading and participating in highly productive meetings, setting clear agendas, and ensuring actionable outcomes.
- Concise & Impactful Presentations: Crafting messages that resonate with stakeholders and save time for both presenter and audience.
- Asynchronous Communication Strategies: Leveraging tools like Slack and project management platforms for efficient communication.
- **Case Study**: *Streamlining Board Communications for a Multinational Corporation*: How a Chairman reduced meeting times and increased decision velocity through improved communication protocols.

Module 5: Leveraging Technology & Automation for Productivity

- AI-Powered Assistants & Tools: Exploring how AI can automate routine tasks, summarize information, and support decision-making.
- Project Management & Collaboration Platforms: Utilizing Trello, Asana, Monday.com for team synchronization and project tracking.
- CRM & Sales Automation for Executive Oversight: Gaining rapid insights without deep-diving into operational details.
- Cloud-Based Document Management & Sharing: Ensuring seamless access and collaboration on critical documents.
- **Case Study**: *A Healthcare Executive's Digital Transformation Journey*: How a CEO integrated technology to automate administrative tasks, freeing up time for patient-centric initiatives.

Module 6: Energy Management & Combating Burnout

- Understanding Personal Chronotypes: Aligning high-focus tasks with peak energy periods.
- Strategic Breaks & Micro-Habits: Incorporating short, rejuvenating breaks to maintain focus and prevent fatigue.
- The Importance of Sleep, Nutrition, and Exercise for Executive Performance: Practical tips for sustained mental acuity.
- Recognizing & Preventing Executive Burnout: Strategies for identifying early warning signs and building resilience.
- **Case Study**: *The Tech Founder's Sustainable Growth Model*: How a CEO prioritized well-being to achieve long-term success without sacrificing health.

Module 7: Mastering Focus & Eliminating Distractions

- Creating a Distraction-Free Work Environment: Physical and digital strategies to minimize interruptions.
- Digital Detox & Notification Management: Reclaiming focus by strategically managing digital inputs.
- Mindfulness & Concentration Techniques: Practicing techniques to improve sustained attention and reduce mental clutter.
- Setting Boundaries with Stakeholders: Politely and effectively saying "no" to non-essential requests.
- **Case Study**: *The Investment Banker's Focus Transformation*: How a senior banker implemented strict focus blocks to improve deal closure rates.

Module 8: The Science of Habit Formation for Productivity

- Building Productive Routines: Designing morning and evening routines that prime for success and wind down effectively.
- Micro-Habits for Macro-Results: Implementing small, consistent actions that compound over time.
- Trigger-Reward-Routine Loop: Understanding and leveraging the psychology of habit formation.
- Overcoming Procrastination & Inertia: Practical strategies to initiate and sustain momentum on important tasks.
- Case Study: *A Retail Executive's Journey to Consistency*: How a Head of Operations built a highly efficient daily routine that scaled across their team.

Module 9: Strategic Planning & Future-Proofing Time

- Annual & Quarterly Strategic Time Planning: Allocating time for long-term vision and innovation.
- Scenario Planning & Contingency Time: Building flexibility into schedules for unexpected events.
- Identifying Future "Time Sinks": Proactively addressing potential challenges that could consume executive time.
- Mentoring & Knowledge Transfer Time: Allocating time for leadership development within the organization.
- **Case Study**: *A Non-Profit Leader's Proactive Impact Strategy*: How a Director planned years in advance to secure major grants and expand reach.

Module 10: Decision Fatigue & Cognitive Load Management

- **Understanding Decision Fatigue: How the sheer volume of choices depletes executive cognitive resources.**
- **Batching Decisions & Automating Routine Choices: Strategies to reduce the mental burden of daily decision-making.**
- **Leveraging Frameworks for Complex Decisions: Utilizing structured approaches to simplify challenging choices.**
- **The Power of "Good Enough": Avoiding perfectionism** to accelerate progress.
- **Case Study**: *The SaaS CEO's Streamlined Decision Process*: How a tech CEO implemented a strict decision-making framework to accelerate product development.

Module 11: Leading a Productive Culture

- Modeling Productive Behavior: How C-suite actions influence team habits and expectations.
- Fostering a Culture of Accountability: Creating an environment where time is valued and commitments are met.
- Promoting Work-Life Integration Across Teams: Encouraging healthy boundaries and sustainable work practices.
- Conducting Effective Performance Reviews & Feedback: Time-efficient methods for providing constructive feedback.

- **Case Study**: *Building a High-Performance Culture at a Financial Services Firm*: How an MD instilled a culture of efficiency that improved client satisfaction and employee retention.

Module 12: Measuring & Sustaining Productivity Gains

- Key Performance Indicators (KPIs) for Executive Time Management: Defining and tracking relevant metrics.
- Regular Self-Reflection & Adjustment: Building in time for ongoing evaluation and refinement of productivity systems.
- Seeking Feedback on Leadership Effectiveness: Utilizing 360-degree feedback to identify areas for improvement.
- The Compounding Effect of Small Improvements: Recognizing how consistent, minor adjustments lead to significant gains.
- **Case Study**: *A Manufacturing Executive's Continuous Improvement Cycle*: How a Plant Manager used data to constantly refine operational efficiency and their own schedule.

Module 13: Time Resilience & Adaptability in a Dynamic World

- Navigating Uncertainty & Change: Maintaining focus and productivity amidst evolving business landscapes.
- Agile Time Management Principles: Applying agile methodologies to personal and team scheduling.
- Crisis Response & Prioritization: Managing urgent, unforeseen events without losing sight of long-term goals.
- Embracing Flexibility & Iteration: Adapting plans as circumstances change.
- **Case Study**: *Leading Through a Major Industry Disruption*: How a CEO maintained organizational stability and profitability by adapting their leadership and time allocation strategies.

Module 14: Personal Brand & Legacy of Efficiency

- Projecting Executive Presence Through Organized Action: How effective time management enhances leadership credibility.
- Mentoring Future Leaders in Productivity: Sharing best practices and fostering a culture of efficiency.
- Creating a Sustainable Leadership Legacy: Building systems that outlast individual tenure.
- The Impact of Executive Time on Organizational Culture: Shaping the work ethic and values of the entire company.
- **Case Study**: *The Visionary Leader's Enduring Impact*: How a pioneering CEO built a company renowned for its efficiency and disciplined execution, even after their departure.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$12,000

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