

Time and Priority Management for Executives & Executive Assistants

Duration: 5 Days

Language: en

Course Code: MG1 - 123

Objective

By the end of this course, participants will be able to:

- Use advanced time management frameworks tailored for executive environments.
- Prioritise tasks effectively using strategic decision-making tools.
- Apply systems for managing calendars, commitments, deadlines, and follow-ups.
- Build executive–EA workflow alignment to reduce friction and confusion.
- Improve communication, delegation, and coordination under pressure.

Audience

Ideal for:

- Executives, Directors & Senior Leaders.
- Executive Assistants (EAs) & Personal Assistants (PAs).
- Chiefs of Staff & Office Managers.
- Professionals supporting high-intensity executive environments.

Training Methodology

This programme uses real-life simulations, workflow analysis, practical planning templates, digital tool demonstrations, and structured reflection exercises to build lasting habits and systems.

Summary

This specialised programme equips Executives and Executive Assistants with advanced techniques to manage time, priorities, and workload effectively in demanding organisational environments.

The course focuses on real-world tools and frameworks used by top-performing executive teams

to enhance productivity, reduce overwhelm, and streamline decision-making. Participants will learn how to plan strategically, manage competing priorities—often under tight deadlines—and build high-efficiency workflows that support both executive objectives and operational stability.

By the end of this course, participants will work smarter, communicate priorities clearly, and establish systems that drive consistent, high-level performance.

Course Content & Outline

Section 1: The Executive Time Ecosystem

- Understanding how executives think about time and priorities.
- The EA's strategic role in protecting executive time.
- Identifying time drains, workflow bottlenecks, and overload patterns.
- Shifting from reactive to proactive time management.

Section 2: Priority Management Frameworks & Decision Tools

- Eisenhower Matrix for executives.
- The 4Ds Method (Do – Delegate – Defer – Delete).
- OKRs and goal alignment for daily and weekly priorities.
- Managing competing priorities across departments and stakeholders.
- How to decide "what matters most" under pressure.

Section 3: Optimised Scheduling, Calendars & Workflows

- Calendar architecture for executives: blocks, buffers, themes.
- Building protected time: focus hours, strategy blocks, decision windows.
- Scheduling protocols for EAs: approvals, meeting standards, and alignment tools.
- Managing executive travel, meetings, and daily rhythm efficiently.
- Creating workflows for recurring tasks, agendas, and reporting.

Section 4: Communication, Delegation & Follow-Up Systems

- Structuring executive–EA communication for clarity and speed.
- Delegation frameworks and follow-up tracking systems.
- Using digital tools:

1. Managing expectations, interruptions, and urgent requests.
2. Aligning stakeholders through concise, high-impact updates.

Section 5: Productivity, Resilience & Long-Term Performance

- Techniques for staying calm and effective under executive pressure.
- Managing burnout, cognitive load, and emotional energy.
- Building daily and weekly routines that support peak performance.
- Eliminating multitasking and adopting focus-driven practices.
- Designing a personalised productivity system for executive roles.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Management & Leadership

Tags

time management, Executive Assistants, Priority Management, Executives

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