Executive Productivity and Strategic Time Mastery Training Course

09 - 13 Nov 2026

Amsterdam

5900 € (Per Person)

Ref: #PS6502_25058

Course Introduction / Overview:

In today's fast-paced corporate environment, the distinction between being busy and being productive has never been more critical for executive leadership. This course is designed to move beyond conventional time management tips and delve into the strategic mastery of an executive's most valuable asset: their time and focus. We will explore how to align daily actions with long-term strategic objectives, transforming personal efficiency into organizational impact. Drawing upon foundational principles from thought leaders like David Allen, author of the renowned book "Getting Things Done", the program re-contextualizes productivity as a core leadership competency. Participants will learn to architect a system for managing workflow, priorities, and energy that is both resilient and adaptable. BIG BEN Training Center has developed this immersive experience to equip leaders with the mindset and methodologies required to eliminate distractions, make decisive actions, and lead their teams with clarity and purpose. This is not just about managing a calendar; it is about engineering an executive operating system for peak performance and sustainable success in a world of constant demand.

Target Audience / This training course is suitable for:

- Chief Executive Officers (CEOs).
- Chief Operating Officers (COOs).
- Department Heads and Directors.
- Senior and Executive Level Managers.
- Team Leaders and Project Managers.
- Business Owners and Entrepreneurs.
- Aspiring Leaders and Management Trainees.
- Senior Government Officials.

Target Sectors and Industries:

- Banking and Financial Services.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceuticals.
- Engineering and Construction.
- Oil, Gas, and Energy Sectors.
- Retail and Fast-Moving Consumer Goods (FMCG).
- Government, Semi-Governmental, and Public Sector Organizations.
- Consulting and Professional Services.

Target Organizations Departments:

- Executive Management and Leadership.
- Operations and Administration.
- Human Resources and Talent Development.
- Project Management Office (PMO).
- Strategic Planning and Corporate Development.
- Sales and Business Development.
- Finance and Accounting.
- Information Technology.

Course Offerings:

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

- Develop a personalized executive productivity system.
- Apply advanced prioritization frameworks like the Eisenhower Matrix and Pareto Analysis.
- Master strategic scheduling and time blocking for high-impact work.
- Implement techniques for managing digital distractions and maintaining deep focus.
- Delegate tasks effectively to empower teams and leverage collective strengths.
- Lead more efficient and outcome-oriented meetings.
- Align personal and team goals with overarching organizational strategy.
- Manage energy levels to prevent burnout and sustain high performance.
- Cultivate habits that support long-term strategic execution and personal effectiveness.

Course Methodology:

The training methodology at BIG BEN Training Center is designed for deep learning and practical application, moving beyond theoretical lectures to an immersive, hands-on experience. This course utilizes a blended approach that includes interactive workshops, facilitated group discussions, and peer-to-peer coaching sessions. Participants will engage with real-world case studies to analyze complex productivity challenges and develop strategic solutions. A significant portion of the training is dedicated to practical application, where attendees will use strategic planning templates, conduct self-audits of their current time usage, and design a personalized 90-day productivity plan. We emphasize experiential learning through simulations of high-pressure decision-making scenarios and role-playing exercises focused on effective delegation and communication. Our expert facilitators provide continuous, constructive feedback to ensure that learning is not only absorbed but also translated into actionable behaviors. The environment is collaborative, encouraging participants to share insights and best practices from their own executive experiences, creating a rich and dynamic learning ecosystem.

Course Agenda (Course Units):

Unit One: The Foundations of Executive Productivity

- The Mindset Shift from Busy to Effective.
- Conducting a Personal Productivity Audit.
- Defining Your High-Impact Roles and Responsibilities.
- The Neuroscience of Focus and Willpower.
- Setting Crystal Clear Strategic Goals and Objectives (OKRs).
- Understanding the True Cost of Multitasking and Interruptions.
- Introduction to a Personalized Executive Operating System.

Unit Two: Strategic Priority and Time Management

- Mastering Advanced Prioritization with the Eisenhower Matrix.
- Applying the 80/20 Rule (Pareto Principle) to Executive Tasks.
- The Art of Strategic Scheduling and Time Blocking.
- Designing an Effective Weekly and Daily Planning Ritual.
- Techniques for Managing an Overwhelming Workload.
- Conducting and Leading Purpose-Driven, Efficient Meetings.
- Leveraging Technology for Smart Calendar and Task Management.

Unit Three: Achieving Deep Work and Unbreakable Focus

- The Concept of Deep Work vs. Shallow Work in Leadership.
- Creating an Environment Conducive to Deep Concentration.
- Strategies for Taming Digital Distractions and Email Overload.
- Building Rituals to Enter and Exit a State of Flow.
- Managing Unplanned Demands and Urgent Interruptions Strategically.
- The Pomodoro Technique and Other Focus-Boosting Methods.
- Practicing Digital Minimalism for Enhanced Mental Clarity.

Unit Four: Leadership, Delegation, and Team Productivity

- The Strategic Imperative of Effective Delegation.
- Identifying What, When, and to Whom to Delegate.
- A Framework for Clear Delegation and Accountability.
- Empowering Your Team Through Trust and Autonomy.
- Using Communication as a Tool for Productivity.
- Creating Systems and Processes to Enhance Team Workflow.
- Fostering a Culture of Focus and High Performance.

Unit Five: Sustainable Performance and Strategic Execution

- The Importance of Energy Management over Time Management.
- Strategies for Managing Physical, Mental, and Emotional Energy.
- Building Keystone Habits for Long-Term Success.
- Techniques for Overcoming Procrastination and Decision Fatigue.
- Developing Resilience and Preventing Executive Burnout.
- Creating Your Personal 90-Day Strategic Execution Plan.
- Reviewing and Adapting Your Productivity System for Continuous Improvement.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of constant digital distraction, is true 'deep work' a luxury for executives or an essential survival skill for strategic leadership?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by treating productivity not as a set of isolated tips or software tools, but as an integrated system of strategic leadership. While many programs focus on personal time management, we elevate the discussion to an executive level, emphasizing how a leader's personal effectiveness directly drives organizational strategy and culture. Our curriculum moves beyond the 'how' to explore the 'why', delving into the psychological barriers to focus, the neuroscience of peak performance, and the principles of energy management, which are often overlooked yet critical for sustainable leadership. The program is uniquely structured around creating a personalized 'Executive Operating System', a bespoke framework that aligns a leader's unique strengths and responsibilities with their strategic goals. Rather than offering a one-size-fits-all solution, we guide participants in architecting a resilient system for decision-making, delegation, and deep work. The focus on practical application, through strategic planning workshops and peer coaching, ensures that participants leave not just with knowledge, but with a tangible, actionable plan to implement immediately for measurable impact.