



CENTRAL BANK OF EGYPT
Egyptian Banking Institute

Time & Productivity Mastery

Interpersonal Skills



10530



In-Class



16 hours



EGP 7,575

Course Description:

This course equips participants with practical strategies to improve productivity, prioritize high-impact work, and eliminate time-wasting habits. It combines proven frameworks like GTD, habit-building techniques, and digital tools to streamline workflows, manage emails and meetings effectively, and reduce overload. By the end of the course, participants will build a personalized productivity system to work smarter and achieve better results.

Target Audience:

Mid to Senior level

Course Objectives:

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

- Evaluate their current time management practices to identify productivity gaps, time-wasting habits, and inefficiencies.
- Apply goal-oriented thinking techniques to prioritize tasks and focus on high-impact activities aligned with personal and organizational objectives.
- Implement advanced productivity principles to eliminate unnecessary tasks, reduce overload, and improve daily workflow efficiency.
- Design and apply strategies to manage meetings effectively, including selecting alternative communication methods to reduce time waste.
- Analyze and eliminate unproductive habits using structured behavior-change techniques.
- Implement automation techniques and digital productivity tools to streamline task management and reduce cognitive load.
- Apply advanced techniques from the Getting Things Done (GTD) methodology to improve task tracking, execution, and regular review of productivity systems.

Course Outline

Module One: Understanding Time and Productivity Patterns

- The psychology of time perception and productivity
- Identifying timewasters and productivity blockers

- Energy management vs time management
- Productivity self-assessment

Module Two: Strategic Prioritization and Goal Alignment

- Strategic prioritization techniques
- The Eisenhower Matrix
- Aligning tasks with goals and outcomes
- High-impact vs low-impact work

Module Three: Eliminating Time Waste and Improving Work Habits

- The science of habit formation
- Identifying unproductive routines
- Techniques for breaking bad habits
- Building focus rituals

Module Four: Productivity Systems and Task Management

- Introduction to Getting Things Done
- Task capture and organization
- Weekly reviews
- Managing multiple responsibilities

Module Five: Email and Meeting Efficiency

- Email overload management
- Inbox structuring strategies
- Deciding when meetings are necessary
- Structuring efficient meetings

Module Six: Automation and Digital Productivity Tools

- Workflow automation basics
- Digital task management tools
- Calendar optimization
- Integrating productivity apps

Module Seven: Designing Your Personal Productivity System

- Creating a personal productivity strategy
- Managing energy, focus, and workload
- Maintaining long-term productivity discipline
- Continuous improvement



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Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in the group exercises.

Course completion will grant participants:

1.3 CEUs

Course Language:

- Training Material: English
- Facilitation: Bilingual

Prerequisites:

None