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# Time Management and Personal Productivity

19 - 23 Oct 2026  
Madrid





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**Ref.:** 2106\_8143 **Date:** 19 - 23 Oct 2026 **Location:** Madrid **Fees:** 5700 **GBP**

Time Management and Personal Productivity is a five-day senior personal effectiveness course delivered by Mars Training Centre in Europe, the Gulf and Asia — including London, Dubai, Madrid, Prague and Bangkok — designed for senior managers, directors and executives whose workload, complexity and reach have outgrown the way they currently manage their time.

The demands on senior leaders have escalated faster than most personal systems have. Diary saturation, email volume, hybrid working and the always-on expectation have left many otherwise capable executives running on a backlog they will never finish. The senior leaders who do well are not the ones who work the longest hours — they are the ones who have built the personal disciplines, systems and habits that let them focus on the work only they can do. This programme is built for senior professionals who want to do that work themselves.

Across five focused days you will work through the disciplines of senior personal effectiveness — prioritisation, delegation, focus, energy, meetings, and the personal systems that hold it all together. The programme is delivered by senior practitioners who have run their own time at executive intensity and coached others to do the same.

## What You Will Learn

- Diagnose where your time currently goes and where it should go.
- Apply senior prioritisation frameworks to a real backlog.
- Delegate effectively without losing oversight or quality.
- Design a personal productivity system that survives a difficult week.
- Manage email, instant messaging and notifications without being run by them.
- Run your diary so it works for you rather than against you.
- Protect time for deep work and strategic thinking.
- Lead meetings that earn their time and end on a decision.
- Manage personal energy across the working week.
- Build sustainable habits that hold under pressure.

## How You Will Benefit

You will leave with a personal productivity system you can run for years, sharper focus on the work only you can do, and a Mars Certificate of Completion.

Your organisation will gain a leader whose time is spent on the highest-value work, who delegates well, and whose calm operating rhythm sets the tone for the team around them.



## Who This Programme Is For

This programme is designed for senior professionals, including senior managers and directors with heavy workloads and complex remits; heads of function leading large or growing teams; senior project, programme and transformation directors; general managers, country managers and divisional heads; senior consultants and partners with client and internal demands; senior public-sector executives with statutory and political workloads; family-business principals with operational and strategic responsibilities; and senior leaders returning from career breaks or stepping into bigger roles. The seniority floor is senior manager or director level and above.

## How the Week Unfolds

Day one diagnoses where your time actually goes, benchmarking a real week against the work your role is meant to produce. Day two builds prioritisation and delegation: senior prioritisation frameworks applied to a live backlog, and delegation that transfers work without losing oversight or quality. Day three protects focus — distraction, notification discipline, and the conditions that make deep work and strategic thinking possible. Day four addresses meetings, the diary and the shape of the working week, including meetings that earn their time and end on a decision. Day five consolidates the week into a personal system, with attention to energy, sustainable habits, faculty coaching and a personal action plan for the next twelve months.