



*Training Course:
Executive Productivity and High-Performance
Habits*

2 - 6 November 2025

Cairo (Egypt)

Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course: Executive Productivity and High-Performance Habits

Training Course code: LS235994 From: 2 - 6 November 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3550 € Euro

Introduction

In the evolving and demanding world of executive leadership, success is no longer solely defined by strategic thinking or technical expertise – it increasingly depends on a leader's ability to maximize productivity, maintain peak performance, and sustain high-impact habits. As pressures mount from all sides – global competition, digital transformation, complex decision-making, and the need for innovation – today's executives must master personal effectiveness just as much as organizational leadership.

The "Executive Productivity and High-Performance Habits" training program, designed by Global Horizon Training Center, empowers senior leaders and high-potential professionals with elite-level tools, behavioral techniques, and performance frameworks to operate at their absolute best. Drawing on neuroscience, productivity science, and behavioral psychology, this course is designed to create sustainable change in behavior, resulting in a tangible uplift in performance, focus, and execution.

Course Objectives

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

- Develop daily habits that lead to consistent high performance.
- Master techniques to enhance energy, focus, and time management.
- Align personal productivity with strategic organizational goals.
- Increase mental clarity, emotional resilience, and decision-making efficiency.
- Create systems for prioritization, delegation, and execution excellence.
- Reduce burnout, distractions, and cognitive overload in high-stakes roles.

Course Methodology

This course utilizes a highly engaging and interactive learning approach, including:

- Practical exercises based on leading productivity frameworks.
- Self-assessments and habit tracking tools.
- Neuroscience-based techniques for optimizing mental energy.
- Role-playing and executive simulations for real-world practice.

- Personal action plans for implementing new behaviors immediately.
- Coaching-style sessions to facilitate sustainable habit formation.

Organizational Impact

Organizations whose leaders adopt high-performance habits will:

- Experience more agile, focused, and effective leadership teams.
- Improve time-to-decision and strategic execution speeds.
- Reduce executive fatigue and decision burnout.
- Foster a culture of performance, clarity, and intentional work.
- Strengthen resilience and adaptability at the top levels of leadership.
- Ensure alignment between executive productivity and strategic outcomes.

Target Audience

This program is tailored for:

- Senior Executives and C-Suite Leaders
- Department Directors and Managers
- Entrepreneurs and Business Owners
- High-Potential Talent in Leadership Pipelines
- Strategic Planners and Organizational Developers
- Anyone seeking to scale personal effectiveness at the executive level

Outlines

Day 1: Foundations of Executive Productivity

- Understanding Executive Workflows vs. Tactical Work
- The Science of Peak Performance: What High Performers Do Differently
- Time vs. Energy vs. Attention Management
- Identifying Personal Productivity Barriers

- Self-Assessment: Your Current Habits and Impact

Day 2: Strategic Time Management and Focus

- Time Blocking and The Executive Schedule Blueprint
- The Eisenhower Matrix and Decision-Making Frameworks
- Mastering Prioritization in Fast-Paced Environments
- Deep Work vs. Shallow Work: Maximizing Focus Windows
- Tools and Apps for Smart Planning and Scheduling

Day 3: Building High-Performance Habits

- The Habit Loop: Cue, Routine, Reward
- Creating Keystone Habits That Transform Productivity
- Neuroscience of Habit Formation and Breaking Bad Habits
- Morning Routines and Evening Reviews for Peak Consistency
- High-Performance Rituals Used by Elite Executives

Day 4: Leadership Resilience and Mental Clarity

- Executive Burnout: Causes, Prevention, and Recovery
- Stress Mastery, Breathwork, and Mental Recharge Techniques
- Emotional Intelligence and Mental Agility Under Pressure
- Mindfulness and Presence in Decision-Making
- Creating Mental Space for Strategic Thinking

Day 5: Systems for Execution and Accountability

- Delegation Mastery and Leveraging Team Productivity
- Creating Feedback Loops and Accountability Systems
- Personal and Team Productivity Scorecards
- Action Plan Workshop: Designing Your 90-Day Habit Plan

Registration form on the Training Course: Executive Productivity and High-Performance Habits

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

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