
Strategic Time and Priority Leadership for Executives Training Course

23 – 27 August 2027
Tokyo





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Ref: 5_10648 **Date:** 23 – 27 August 2027 **Location:** Tokyo **Fees:** 6900 GBP

Programme Summary

Strategic time and priority leadership for executives is a one-week training course for senior leaders working at strategic level, culminating in an executive priority and attention charter for their own portfolio of responsibilities. At senior level, board requests, external deadlines, crises and long-term initiatives compete for the same limited attention. The approach treats executive time as a governed resource, combining portfolio ranking, decision rights, delegation and deadline risk control. Mars Training Centre UK delivers this programme in strategic time and priority leadership.

The Business Case

When senior attention is spread too thinly, strategic initiatives stall while urgent but low-value matters fill the calendar. Decisions queue at the top and deadlines slip in clusters. Leaders who rank commitments openly, push decisions to the right level and manage deadline exposure early let their organisations move faster with the same resources.

- Strategic Initiative Delivery: Improves the share of priority initiatives that reach their milestones.
- Decision Cycle Time: Shortens the time decisions wait at senior level.
- Deadline Slippage Across Teams: Reduces missed and renegotiated deadlines through early capacity and dependency checks.

Principles and Evidence Base

- Drucker's The Effective Executive: Frames the discipline of recording where time actually goes, consolidating discretionary time and focusing on contribution, applied in Session 1.
- Eisenhower Urgent-Important Matrix: Provides the starting lens for separating urgency from importance, extended in Session 2 into weighted ranking of a leadership portfolio.
- Portfolio Prioritisation: Applies portfolio thinking to executive commitments to compare initiatives on value, risk and capacity.

Intended Participants

- Leaders accountable for several concurrent strategic initiatives competing for the same people and budget.
- Executives whose calendars are dominated by meetings, approvals and escalations rather than strategic work.
- Senior officials who must meet fixed external deadlines while running continuing services.
- Heads of function who allocate team capacity across competing internal clients.



The programme serves strategy, operations, finance and public administration functions in government entities, energy, banking and healthcare.

Learning Outcomes

1. Participants will be able to diagnose how their own executive time is spent against stated priorities.
2. Participants will be able to prioritise a portfolio of competing commitments using weighted criteria for value, risk and capacity.
3. Participants will be able to construct a decision rights and delegation map that moves routine decisions away from the executive level.
4. Participants will be able to design calendar and meeting practices that protect strategic time.
5. Participants will be able to evaluate deadline exposure across concurrent workstreams and plan mitigation before slippage occurs.
6. Participants will be able to justify trade-off decisions and renegotiated commitments to boards, sponsors and teams.

Programme Structure

Day 1: Executive Time as a Strategic Resource

Where does senior time actually go, and how far does it match strategy?

- Executive Time Audit and Calendar Analysis
- Contribution Focus in Drucker's The Effective Executive
- Mapping Commitments Against Strategic Objectives
- Reactive Versus Discretionary Time Ratios
- Personal Leadership Priority Statement

Day 2: Portfolio Prioritisation of Competing Priorities

How are competing commitments ranked when everything is labelled urgent?

- Eisenhower Matrix Extended for Senior Leaders
- Weighted Scoring of Value, Risk and Capacity
- Strategic Initiative Portfolio Board
- Stop, Defer and Combine Decisions
- Stakeholder Expectations and Priority Conflicts

Day 3: Decision Rights, Delegation and Attention

Which decisions belong at the top, and how is executive attention protected?



- Decision Rights Mapping by Level and Impact
- Delegation Contracts and Escalation Thresholds
- Attention Fragmentation and Context Switching Costs
- Meeting Portfolio Review and Rationalisation
- Calendar Blocking for Concentrated Strategic Work

Day 4: Deadline Risk Across Concurrent Workstreams

How is deadline exposure identified and controlled across many workstreams?

- Deadline Dependency Mapping Across Teams
- Capacity Heat Maps and Peak Workload Forecasting
- Early Warning Indicators for Slippage
- Renegotiating Commitments With Sponsors and Boards
- Leading Teams Through Peak Workload and Pressure

Day 5: Applying Strategic Time and Priority Leadership

How are the methods combined into a working charter for a live leadership role?

- Applying the Time Audit to a Revised Executive Calendar
- Re-ranking a Live Portfolio Using Weighted Criteria
- Testing Delegation Maps Against Real Escalation Cases
- Simulated Deadline Crisis and Trade-off Decisions
- Executive Priority and Attention Charter Presentation

Methodology

The programme relies on structured exercises using participants' own calendars, commitments and decisions. Participants audit their time, rank real portfolios and draft delegation maps, then test choices through peer review that mirrors an executive committee.

- Suggested activity: Analysing two weeks of a participant's calendar against stated priorities.
- Suggested activity: Ranking twelve initiatives from a government agency case and agreeing which to stop.
- Suggested activity: Handling a simulated week where three deadlines collide with a crisis.

Capstone Output

Each participant completes an executive priority and attention charter for their own role. It contains a time audit baseline, a ranked portfolio of commitments with items to stop or defer, a decision rights and delegation map, protected calendar rules and a deadline risk register, ready to share with deputies or a sponsoring board.



Frequently Asked Questions

Does strategic time and priority leadership training suit executives without formal time management training?

Yes. It assumes you hold senior responsibility for several concurrent initiatives, not prior study, and works on portfolios, decision rights and deadline exposure rather than to-do lists.

Which models underpin the strategic time and priority leadership programme?

The content rests on Drucker's principles in The Effective Executive, the Eisenhower urgent-important matrix and portfolio prioritisation.

How is the attention charter from strategic time and priority leadership training used at work?

You can share it with your chief of staff, deputies or sponsor as the operating rules for your time, delegation and deadlines, reviewed quarterly.

How does strategic time and priority leadership differ from a general time management course?

It addresses priorities, decisions and deadlines across a whole leadership portfolio. General time management courses focus on individual task lists, planning tools and personal productivity habits.