



ADMINISTRATION AND SECRETARIAL | AS-014

Diary and Time Management for Executive Assistants

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Course content

Why Attend

Managing an executive's diary is one of an assistant's most valuable and complex responsibilities. A well-managed diary protects strategic time and reduces stress for both executive and assistant.

This Aractech course covers understanding executive priorities, diary principles, scheduling rules, managing requests, meeting preparation, time blocking, managing multiple diaries, tools and the assistant's own time management. Participants redesign a sample diary.

Course Methodology

- Practical exercises
- Diary redesign workshop
- Case studies
- Tools demonstrations
- Group discussions

Course Objectives

- Align diary management with executive priorities
- Apply scheduling principles and rules
- Manage meeting requests and conflicts
- Protect time for strategic work
- Manage multiple diaries efficiently
- Manage your own time and workload

Target Audience

- Executive assistants
- Personal assistants

Course content

- Office managers
- Team assistants

Course outline

Detailed course outline

Day-by-day outline for Diary and Time Management for Executive Assistants.

Day 1 - Executive Priorities

- 09:00-09:45 | Understanding priorities
- 09:45-10:30 | Working agreements
- 10:30-11:00 | Communication preferences
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Communication preferences (continued)
- 11:45-12:30 | Boundaries
- 12:30-14:00 | Exercise: Priority mapping

Day 2 - Diary Principles

- 09:00-09:45 | Scheduling rules
- 09:45-10:30 | Time blocking
- 10:30-11:00 | Buffers
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Buffers (continued)
- 11:45-12:30 | Travel time
- 12:30-14:00 | Workshop: Diary redesign

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Day 3 - Managing Requests

- 09:00-09:45 | Request handling
- 09:45-10:30 | Saying no politely
- 10:30-11:00 | Conflicts
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Conflicts (continued)
- 11:45-12:30 | Rescheduling
- 12:30-14:00 | Role play: Handling requests

Day 4 - Meetings and Tools

- 09:00-09:45 | Meeting preparation
- 09:45-10:30 | Multiple diaries
- 10:30-11:00 | Calendar tools
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Calendar tools (continued)
- 11:45-12:30 | Automation
- 12:30-14:00 | Exercise: Tool setup

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Day 5 - Your Own Time

- 09:00-09:54 | Personal productivity
- 09:54-10:48 | Prioritisation
- 10:48-11:00 | Interruptions
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Interruptions (continued)
- 12:12-13:06 | Stress
- 13:06-14:00 | Capstone: Diary management plan

Seminar dates

Available seminar dates

Live dates and pricing for Diary and Time Management for Executive Assistants generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	London	Classroom	€2,315
14 - 18 December 2026	Istanbul	Classroom	€1,978
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	London	Classroom	€2,315
15 - 19 March 2027	Rome	Classroom	€3,460
19 - 23 April 2027	Munich	Classroom	€3,225
17 - 21 May 2027	Amsterdam	Classroom	€2,830
21 - 25 June 2027	London	Classroom	€2,315
19 - 23 July 2027	Istanbul	Classroom	€1,978
16 - 20 August 2027	Barcelona	Classroom	€2,815

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