

# MASTER YOUR TIME, UNLOCK YOUR POTENTIAL: THE HABIT-DRIVEN APPROACH



 **Dates :** 10 – 12 – 17 – 19 June 2025  
1 – 3 July 2025

 **Time:** 5h30 – 8h30

 **Total Training Hours:** 18 hours

 **Training fees:** 450\$

 **Modality:** In-person at USJ

## Program Overview:

This comprehensive two-level training program is designed to help participants master the art of habit formation and time optimization, leading to enhanced productivity and sustainable personal growth. The program combines scientific insights with practical, evidence-based strategies to build lasting habits, improve time management, and achieve both personal and professional excellence

## Target Audience:

- Young **Professionals & Graduates** • Seeking clarity, structure, and momentum in their early careers.
- Mid-Career **Employees & Entrepreneurs** • Facing burnout and decision fatigue, seeking purpose and time control.
- Women **Professionals & Working Mothers** • Balancing multiple roles, craving sustainable routines and self-management tools.
- Freelancers & **Remote Workers** • Dealing with inconsistent schedules, looking for focus and productivity systems.
- SME **Owners & Managers** • Overloaded with tasks, in need of time optimization and leadership clarity.
- Job **Seekers & Career Shifters** • Navigating uncertainty, aiming to build discipline, confidence, and routine.



## Ramy Boukhalil

Ramy Boukhalil is a senior trainer, international consultant, and coach to entrepreneurs and CEOs with a strong background in the FMCG industry. He specializes in helping professionals and business leaders enhance productivity, manage time effectively, and achieve sustainable growth. His approach blends strategic insight with practical tools to drive lasting impact. Ramy is also a lecturer at ESA Business School and a trainer at the Professional Training Center of USJ.



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**EARLY  
BIRD  
DISCOUNT**

400\$ before May 13<sup>th</sup>, 2025

## MODULES:

### Module 1: The Art of Building Habits and Time optimization

 **Duration:** 12 hours

 **Dates:** 10 – 12 – 17 – 19 June 2025

 **Time:** 5h30-8h30

#### Overview

This foundational level equips participants with essential insights and practical frameworks to master **habit formation** and **effective time management techniques**. Participants will explore the **neuroscience of habits**, advanced **time prioritization models**, and scientifically backed methods to identify and mitigate **time wasters**. Through experiential learning, interactive exercises, and the development of personalized strategies, this course establishes the foundation for achieving **sustainable productivity** and **intentional personal growth**.

#### Learning objectives:

- Gain an in-depth understanding of the **neuroscience of habit formation** and its profound impact on daily productivity.
- Master advanced **time management methodologies**, including the **Eisenhower Matrix** and **strategic delegation frameworks**.
- Acquire tools to systematically analyze, identify, and eliminate **time-wasting activities**.
- Develop the capability to design and implement **habit loops** and **time-efficient routines** that align with individual goals, including identifying and leveraging **keystone habits** for broader positive impacts.

#### Training outcomes:

- Demonstrate a comprehensive understanding of the role of **habit engineering** and **time management frameworks** in driving personal and professional success.
- Apply evidence-based strategies such as the **Habit Loop Model** (cue-routine-reward) and **Prioritization Quadrants** to structure daily routines for optimal performance.
- Identify root causes of inefficiency by conducting **time audits** and eliminating recurring **time wasters** effectively.
- Design a personalized and strategic plan for **habit formation** and **time mastery**, incorporating **keystone habits** to catalyze widespread improvements and sustained growth.

### Module 2: Mastering Habits and Time for Sustained Excellence

 **Duration:** 6 hours

 **Dates:** 1 – 3 July 2025

 **Time:** 5h30-8h30

#### Overview

Building upon foundational skills, this advanced level empowers participants with **cutting-edge tools** and methodologies to refine their habits and manage time effectively for long-term, sustainable success. Participants will explore **habit transformation frameworks**, **energy optimization strategies**, and techniques for overcoming **procrastination** and managing **focus**. Through innovative exercises and personalized plans, participants will gain mastery over their routines and align them with **high-performance goals**.

#### Learning objectives:

- Harness advanced **habit transformation techniques**, including **keystone habits**, **habit stacking**, and the application of the **Golden Rule of Habit Change**.
- Learn **energy management frameworks** such as managing **physical**, **emotional**, and **mental energy** for peak performance.
- Explore **anti-procrastination techniques** like **task segmentation**, **reward embedding**, and **collaborative accountability**.
- Craft and implement high-impact daily and long-term strategies to achieve **personal and professional goals** by integrating **keystone habits** for compounded effectiveness.

#### Training outcomes:

- Apply the **Habit Loop Model** and **Golden Rule of Habit Change** to transform existing routines, using **cues** and **rewards** to reinforce positive behaviors.
- Optimize energy through scientifically backed techniques, such as **structured breaks**, **mindfulness exercises**, and **emotional reappraisal methods**.
- Master **delegation frameworks**, including the **Five Degrees of Initiative**, to enhance productivity and foster team collaboration.
- Develop resilience by adopting strategies like **reframing challenges**, **setting clear priorities**, and using the **three-day rule** to tackle to-do lists effectively.
- Create a personalized action plan that integrates **habit mastery**, **energy renewal**, and **time optimization techniques**, embedding **keystone habits** to ensure measurable outcomes and continuous improvement.