

TIME MANAGEMENT IMPLEMENTATION PROTOCOLS

Lesson Plan & Course Roadmap

From Knowing What to Do to Actually Doing It

LEARN IT.	APPLY IT.	TRACK IT.	MASTER IT.
Understand the principle.	Turn knowledge into action.	Measure your implementation.	Improve until it becomes a habit.

Is your problem a lack of time—or a lack of implementation?

This practical programme is designed to help you stop merely knowing time-management ideas and start using them in your real life.

- ✓ Discover where your time really goes
- ✓ Identify and reduce your biggest time thieves
- ✓ Learn to prioritise what matters most
- ✓ Turn goals into deadlines, milestones and action
- ✓ Defeat procrastination with the Five-Minute Start
- ✓ Build focus, time-blocking and energy-management skills
- ✓ Create a personal daily, weekly and monthly system
- ✓ Follow a structured 30-day and 90-day implementation journey

WHO IS THIS FOR?

Students • Working Professionals • Teachers • Entrepreneurs • Parents • Learners • Anyone who wants to turn limited time into meaningful progress.

THE IMPLEMENTATION PHILOSOPHY

The course follows the PACT Implementation Protocol:

P	PRINCIPLE	Understand what to do and why it matters.
A	APPLY	Convert the principle into a personal action.
C	CHECK	Measure what you actually implemented.
T	TRANSFORM	Review, correct and repeat until the behaviour improves.

Every lesson is designed to move you through: Learn → Practise → Track → Reflect → Improve.

The programme is not intended to make you busier. It is designed to help you protect your time for what matters, reduce avoidable time leakage and create meaningful results.

MODULE 1 — WAKE UP

Understand where your time is going.

1. Where Did My Time Go? — The 24-Hour Time Audit
2. Time Is Life — Understanding the Value of Time
3. Create Your Golden Hour
4. Find Your Time Thieves
5. Recover Your Lost Time
6. Busy Is Not Productive

MODULE 2 — TAKE CONTROL

Priorities, goals and planning.

7. The Power of Priority
8. Important or Urgent? — The Four Quadrants
9. The P.A.C.E. Decision Protocol
10. From Dream to Deadline
11. The G.O.A.L. Method
12. Turn Big Goals into Small Actions
13. The Weekly Reset
14. Design Your Ideal Week
15. The Daily Planning Protocol
16. Design Your Daily Big Three

MODULE 3 — TAKE ACTION

Focus, procrastination and execution.

17. The Five-Minute Start Protocol
18. Defeat Procrastination
19. Break the Procrastination Cycle
20. One Thing at a Time
21. Build Your Focus Environment
22. Time Blocking
23. Build Your Weekly Time-Block Map
24. The Power of Saying NO
25. Protect Your Priorities with Boundaries

MODULE 4 — MASTER YOUR SYSTEM

Workload, energy, habits and real-life disruptions.

26. Do, Delegate, Delay or Delete?
27. Simplify Your Workload
28. How Long Should This Really Take?
29. The T.BOX Protocol
30. Energy Management
31. Build Time-Management Habits
32. The 7–30–90 Habit Model
33. The Monthly Time-Management Review
34. Time Management in the Real World
35. Communication & Meeting Time Management
36. Digital Time Management
37. Time, Purpose & Life Design

LIVE IMPLEMENTATION WORKSHOPS

Recorded lessons explain the system. Live sessions help you actually use it. These workshops are built around your real-life problems, decisions and implementation difficulties.

Live 1	Time Audit Workshop	Analyse your actual day and discover where your time is going.
Live 2	Time Thief Diagnosis	Identify your biggest time leak and create a recovery plan.
Live 3	Priority & Q1–Q4 Workshop	Classify real tasks and decide what to do, schedule, limit or eliminate.
Live 4	Goal-to-Action Workshop	Turn one meaningful goal into a deadline, milestones and next action.
Live 5	Weekly Planning Workshop	Build your Weekly Reset and protect your most important work.
Live 6	Procrastination Workshop	Choose one postponed task and use the Five-Minute Start during the session.
Live 7	Time-Blocking Workshop	Build a realistic weekly time-block map with focus, recovery and buffer.
Live 8	Digital & Communication Audit	Reduce digital leakage and create intentional communication boundaries.
Live 9	Personal Time-Management Operating System	Combine your priorities, focus, time blocks, habits and reviews into one system.
Live 10	30-Day Review & Next 90 Days	Measure progress, identify lessons and create your next implementation cycle.

THE 30-DAY IMPLEMENTATION CHALLENGE

Days 1–7	AWARENESS	Time Audit • Time Thieves • Digital Audit • Energy Audit • Priority Audit • Communication Audit •
Days 8–15	PRIORITY & PLANNING	Big Three • Time Blocking • 4D • Say No • Buffer • Communication Block • Ideal Day • Midpoint R
Days 16–23	FOCUS & EXECUTION	O.N.E. • First Action • Timeboxing • Distraction Control • Energy Matching • Deep Work • Digital I
Days 24–30	INTEGRATION	Daily System • Weekly System • Monthly System • Personal Rules • Minimum Viable Day • Perso

THE 90-DAY TIME-MASTERY JOURNEY

1–30	BUILD	Awareness, priorities, planning, focus, tracking, Big Three, Time Blocking, O.N.E., 4D, Daily Review
31–60	STRENGTHEN	Energy, habits, digital management, communication, timeboxing, procrastination control, delegation
61–90	INTEGRATE	Purpose, life design, relationships, resilience, long-term planning and the complete implementation

WHAT YOU CAN EXPECT TO GAIN

- Greater awareness of where your time actually goes.
- Practical methods for reducing time leakage and distractions.
- Clearer priorities instead of trying to do everything at once.
- A method for converting dreams and goals into scheduled action.
- Better control over procrastination and task resistance.
- Stronger focus through one-task work and protected focus blocks.
- A realistic weekly and daily planning system.
- Better management of workload, energy, communication and digital distractions.
- A repeatable review-and-reset system for continuous improvement.
- Most importantly: a shift from **knowing about time management** to **implementing it**.

YOUR NEXT STEP

You do not need to change your entire life in one day. Choose one principle. Practise it. Track it. Improve it. Then build the next behaviour.

PRINCIPLE → APPLY → CHECK → TRANSFORM

Your time is already running. Your implementation begins now.

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