

The Bristall Group

Excellence, Productivity, Continuous Improvement

Time Management: Overview

The Bristall Group offers a unique method for learning how to manage time and priorities, one that is up-to-date and truly practical for the multigenerational, wireless, social media dominated world in which we live and work.

Cool Time was developed and is delivered by Steve Prentice. The companion book, *Cool Time: A Hands-On Plan for Managing Work and Balancing Time* is published by John Wiley & Sons, and is available in bookstores. Steve works closely with every Cool Time student for a full year after the session to ensure good habits stay strong. In terms of actual abilities, the kinds of skills Cool Time develops include how to:

- Prioritize - and stick to it
- Become more organized in habits and workspace
- Develop powerful focus
- Say "no" to additional tasks appropriately through negotiation and seeking a win-win
- Structure the day in a way that works
- Use e-mail and other technologies effectively
- Run productive and time efficient meetings
- Understand the role of nutrition
- Maintain Work-Life balance
- Manage conflicts
- Develop blocks of effective time
- Eliminate fatigue, delay, ambiguity and confusion in day-to-day work situations
- Deal with distractions, interruptions and overload
- Handle "immediate" priorities such as walk-in clients, customer phonecalls
- Structure each day for maximum productivity, minimum stress
- Deal with procrastination
- Maximize client/team relationships



The success of the program comes from its realism and versatility: it speaks to each participant individually, taking into account elements such as attention span, decision-making, metabolism and interests, to ensure the development of effective habits as well as to ensure the teaching itself is most effective.

The session is offered in both half-day and full-day formats – the difference being the degree of interaction (exercises and breakouts) involved.

Reference page: www.bristall.com/time-management.htm