

Time Management

Time Management is one of those ideas that is good in theory, but in the real world, it never seems to work. Like many good ideas, the principles behind most time management courses and books fail to take into account the human element: that is, how people actually develop and adopt new habits, and then how they convince others to buy-in and support them.

Bristall Morgan offers a unique method for learning how to manage time and priorities, called Cool Time, which combines the principles of project management with a sound understanding of the motivations and priorities of our human colleagues, to ensure that the right work gets done the right way, and that stress is replaced by a real sense of control.



Our companion book, Cool Time: A Hands-On Plan for Managing Work and Balancing Time is published by Wiley. We work closely with every Cool Time student for a full year after the session to ensure good habits stay strong. Key areas of learning include:

- Prioritizing
- Becoming more organized in habits and workspace
- Developing powerful focus
- Saying “no” to additional tasks as and when appropriate
- Structuring the day in a way that works
- Using e-mail and other technologies effectively
- Running productive and time efficient meetings
- Understanding the role of nutrition
- Maintaining Work-Life balance
- Managing conflicts
- Developing blocks of effective time
- Eliminating fatigue, delay, ambiguity and confusion in day-to-day work situations
- Dealing with distractions, interruptions and overload
- Handling “immediate” priorities such as walk-in clients, customer phonecalls
- Structuring each day for maximum productivity, minimum stress
- Dealing with procrastination
- Maximizing client relationships and sales opportunities

Our sessions are interactive, using case studies drawn from the pre-course assessments, and participants are encouraged to work through and solve their time problems according to the principles of effective Adult Education.