

TIME MANAGEMENT

A listing of materials available at the Justice Institute Library

GENERAL BOOKS

The 5 Choices: The Path to Extraordinary Productivity by Kory Kogon, Adam Merrill, and Leena Rinne. New York, NY: Simon & Schuster. (HD 69 T54 K64 2015)

Best Practices: Time Management: Set Priorities to Get the Right Things Done by John Hoover. New York, NY: Collins. (HD 69 T54 H66 2007)

Comfortable Chaos by Carolyn S. Harvey and Beth E. Herrild. North Vancouver, BC: Self-Counsel Press. (BF 637 S4 H363 2005)

Cool Down: Getting Further by Going Slower by Steve Prentice. Mississauga, ON: J. Wiley & Sons Canada. (HD 69 T54 P723 2007)

Do Less Be More: Ban Busy and Make Space for What Matters by Susan Pearse and Martina Sheehan. Carlsbad, CA: Hay House, Inc. (BF 637 S4 P429 2017)

Driven to Distraction at Work: How to Focus and Be More Productive by Edward M. Hallowell. Boston, MA: Harvard Business Review Press. (BF 323 D5 H35 2015)

First Things First: To Live, to Love, to Learn, to Leave a Legacy by Stephen R. Covey. New York, NY: Simon & Schuster. (BJ 1581.2 C684 1994)

Getting Things Done: The Art of Stress-Free Productivity by David Allen. New York, NY: Penguin Books. (BF 637 T5 A45 2015)

How to Make the Most of Your Workday by Peg Pickering. Franklin Lakes, NJ: Career Press. (HD 69 T54 C58 2001)

Improve Your Time Management by Polly Bird. Blacklick, OH: McGraw-Hill. (HD 69 T54 B57 2010)

Hyperfocus: How to Be More Productive in a World of Distraction by Chris Bailey. Toronto, ON: Random House Canada. (BF 637 T5 B349 2018)

Making It All Work: Winning at the Game of Work and the Business of Life by David Allen. New York, NY: Viking. (HD 69 T54 A45 2008)

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More Time for You: A Powerful System to Organize Your Work and Get Things Done by Rosemary Tator and Alesia Latson. New York, NY: American Management Association. (HD 69 T54 T38 2011)

The Myth of Multitasking: How Doing It All Gets Nothing Done by Dave Crenshaw. San Francisco, CA: Jossey-Bass. (HD 69 T54 C74 2008)

Never Check E-Mail in the Morning: And Other Unexpected Strategies for Making Your Work Life Work by Julie Morgenstern. New York, NY: Fireside. (HF 5547.15 M676 2005)

The Now Habit at Work: Perform Optimally, Maintain Focus, and Ignite Motivation in Yourself and Others by Neil A. Fiore. Hoboken, NJ: John Wiley & Sons. (BF 637 S8 F56 2010)

Organized to Be Your Best! Transforming How You Work by Susan Silver. Los Angeles, CA: Adams-Hall Pub. (HF 5736 S54 2006)

Organizing for Success by Kenneth Zeigler. New York, NY: McGraw-Hill. (HD 69 T54 Z45 2010)

The Personal Efficiency Program: How to Stop Feeling Overwhelmed and Win Back Control of Your Work by Kerry Gleeson. Hoboken, NJ: Wiley. (HD 69 T54 G58 2009)

The Power of 5: Hundreds of 5-Second to 5-Minute Scientific Shortcuts to Ignite Your Energy, Burn Fat, Stop Aging, and Revitalize Your Love Life by Harold H. Bloomfield. Emmaus, PA: Rodale Press. (RA 776.5 B564 1995)

The Power of Less: The Fine Art of Limiting Yourself to the Essential-- in Business and in Life by Leo Babauta. New York, NY: Hyperion. (HD 69 T54 B329 2009)

The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy Better by Chris Bailey. Toronto: Random House Canada. (BF 637 T5 B35 2016)

Ready for Anything: 52 Productivity Principles for Work and Life by David Allen. New York, NY: Viking. (BF 637 T5 A46 2003)

Simplify Your Work Life: Ways to Change the Way You Work so You Have More Time to Live by Elaine St. James. New York, NY: Hyperion. (HD 69 T54 S725 2001)

Time Management for Event Planners by Judy Allen. Mississauga, ON: J. Wiley & Sons Canada. (GT 3405 A464 2005)

Time Management: Get an Extra Day a Week by Marion E. Haynes. Rochester, NY: Axzo Press. (HD 69 T54 H285 2009)

Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible by Brian Tracy. New York, NY: AMACOM. (HD 69 T54 T73 2004)

The Time Trap by Alec Mackenzie and Pat Nickerson. New York, NY: American Management Association. (HD 69 T54 M33 2009)

You Don't Have to Go Home from Work Exhausted! The Energy Engineering Approach by Ann McGee-Cooper. Dallas, TX: Bowen & Roger. (HF 5548.85 M144 1990)

GENERAL AUDIO CDs

Delegate for Results: Multiply Your Impact and Get More Done through Others. Shawnee Mission, KS: Rockhurst University Continuing Education Center. (HD 69 T54 D454 2004)

The easy-to-use techniques found in this audio program will guide you toward becoming a more productive, more effective manager through the power of delegation. You'll learn how to: stop "micromanaging" and start delegating; recognize which types of tasks you should and shouldn't delegate; understand the key steps in the delegation process so nothing falls through the cracks; establish progress reports that will keep you informed; overcome barriers to successful delegation; and empower others to get the job done right.

Organizing for Success: More Than 100 Tips, Tools, Ideas, and Strategies for Organizing and Prioritizing Work by Kenneth Zeigler. New York, NY: McGraw-Hill. (HD 69 T54 Z45 2006)

This program provides a new approach to handle all the demands that bombard you both at work and at home. It describes how to develop fundamental skills such as: how to set the right goals; how to manage time effectively using anything from a simple pad of paper to the latest electronic gadget; how to develop a master list to focus on what's important; how to get off to a fast start each day; and how to control interruptions, e-mail, and the phone.

Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule -- and Your Life by Julie Morgenstern. New York, NY: Simon & Schuster Audio. (HD 69 T54 M674 2000)

The author explains how to overcome the time challenge once and for all. The "from the inside out" approach helps you uncover your psychological strengths and stumbling blocks and create a time management system that suits your individual needs. Topics include: identifying your personal preferences and styles; determining how long tasks really take; eliminating, delegating and streamlining tasks; stopping procrastination; putting an end to chronic lateness; sticking to your schedule while maintaining flexibility; and coping with the constancy of unexpected change.

GENERAL DVDs

D933 **30 Ways to Make More Time** (DVD, 26 minutes)

This program demonstrates that time management training can be applied to anyone within the organization. It uses memorable and engaging characters in many different situations to highlight the issues of time management. It shows both the right and the wrong way of doing things. It also covers the following: prioritizing tasks; how to handle meetings; effective use of phone and email; and identification of "time thieves" and defending against them. (RG Training Resources) (HD 69 T54 T45 2008)

D129

It's About Time (DVD, 54 minutes)

In this DVD, Dr. Wheatley focuses on the necessity for taking time to think, learning from our experience, and reflecting with colleagues--behaviours that are quickly disappearing in most organizations. She asks provocative questions that enable you to see how your own work and life are changing as society attempts to move to warp speed. And she offers simple practices for reclaiming time to think and time to be in meaningful relationships again. (The Berkana Institute)

(HD 69 T54 W445 2005)

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Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency. Time management may be aided by a