

## Time Management: A Brief (and Informal) Resource List

### Books:

*Time Management from the Inside Out*, by Julie Morgenstern

*Making Time Work for You*, by Harold Taylor

*The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play*, by Neil Fiore, Ph.D.

*Making It All Work*, by David Allen (his newest book)

*Getting Things Done: The Art of Stress-Free Productivity*, by David Allen

*The Power of Full Engagement: Managing Energy Not Time*, by Jim Loehr and Tony Schwartz

*Timeshifting*, by Stephan Rechtschaffen, M.D.

### Articles:

Manage Your Energy, Not Your Time, by Tony Schwartz and Catherine McCarthy, Harvard Business Review, [www.hbrreprints.org](http://www.hbrreprints.org), Reprint R0710B

Managing Your Time as a Leader, by Marilyn Paul and David Peter Stroh, Reflections, Vol. 7, No. 4, [www.reflections.solonline.org](http://www.reflections.solonline.org)

The 10 Priorities of Effectively Managing Time and Accomplishing More, MaxPitch Media, Inc., [www.bguides.com](http://www.bguides.com)

### Websites:

[www.productiveday.com](http://www.productiveday.com)

[www.zenhabits.net](http://www.zenhabits.net)

[www.davidco.com](http://www.davidco.com)

[www.coachingconcepts.com](http://www.coachingconcepts.com)