

MANAGING TIME FOR RESULTS

Book List Suggestions

- The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich by Timothy Ferriss
- The One Minute Manager by Kenneth H. Blanchard
- Organizing From the Inside Out by Julie Morgenstern
- First Things First by Stephen R Covey
- Getting Things Done: The Art of Stress-Free Productivity by David Allen
- Do More Great Work: Stop the Busywork. Start the Work That Matters. by Michael Bungay Stanier (Author), Seth Godin (Contributor), Michael Port (Contributor), Dave Ulrich (Contributor), Chris Guillebeau (Contributor), Leo Babauta (Contributor)
- The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play by Neil Fiore
- Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time by Brian Tracy
- Not Enough Hours - The Secrets of Making Every Second Count by Owen Fitzpatrick
- The Time Trap: The Classic Book on Time Management by Alec Mackenzie (Author), Pat Nickerson
- "Time Flies; Do You Want to Take a Ride?" by Dr. Afra Sajjad
- Where did time fly? Practical, unconventional tips to save time and optimize by John Swift

Websites

- http://sbinfocanada.about.com/od/timemanagement/Time_Management.htm
- http://www.mindtools.com/pages/main/newMN_HTE.htm
- <http://www.time-management-central.net/index.html>
- <http://www.scribd.com/doc/64888171/Time-Management-Training-Short>