TIME MANAGEMENT
A listing of materials available at the Justice Institute Library

GENERAL BOOKS


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


**GENERAL AUDIO CDs**


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.


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.


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)

*Last updated: October 10, 2018*

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As a time management coach I have seen a number of different time management systems, some better than others. Whatever system you choose, it needs to evolve to suit your needs and preferences. Here I talk about the best systems on the market, who it would suit, and their strengths and weaknesses. Getting Things Done (GTD). This very well known time management system came from the book Getting Things Done - The Art of Stress-Free Productivity, (David Allen, 2001). "Time management is the way we decide to utilize our time in order to maximize our productivity in achieving certain long-term goals. We all want to make the most of the 24 hours we get each day. However, some people achieve more happiness, productivity, and success in the same amount of time as everyone else! How can I be more successful at managing my time? You only need to apply one powerful concept: conscious time management. 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.