



Time Management: Resource List

Books:

Sivers, Derek. Hell Yeah Or No: What's Worth Doing. United States: Hit Media, 2022.

Covey, Stephen R., et al. First Things First: To Live, to Love, to Learn, to Leave a Legacy. New York, Simon & Schuster, 1994

Fogg, B J. Tiny Habits. Boston: Houghton Mifflin Harcourt, 2019.

Hanna, Holly Reisen. Time Management in 20 Minutes a Day: Simple Strategies to Increase Productivity, Enhance Creativity, and Make Your Time Your Own. Callisto Publishing, 2019

Tracy, Brian. Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time. Australia: ReadHowYouWant.com, Limited, 2008.

Websites/Articles:

MindTools

<https://www.mindtools.com/arb6j5a/what-is-time-management>

Skills You Need

<https://www.skillsyouneed.com/ps/time-management.html>

The McGraw Center for Teaching and Learning

<https://mcgraw.princeton.edu/undergraduates/resources/resource-library/effective-time-management>

Podcasts/Videos:

Ali Abdaal - How I Manage My Time

<https://www.youtube.com/watch?v=iONDebHX9qk>

<https://www.youtube.com/watch?v=NL2Vq32jyeo>

<https://www.youtube.com/watch?v=hXP5fUfBGQQ>

Mel Robbins

<https://www.youtube.com/watch?v=hRMFeMuzUKo>