
Time Management Resource List

Books

The following books are all available from the Francis Costello Library (location 9)

Allen, D. 2015. Getting things done: the art of stress free productivity. BF 637.T5 ALL

Evans, D. 2012. 101 things to do with spare moments on the ward. W 18 EVA

Gleeson, Kerry 2004. The personal efficiency program: how to get organised to do more work in less time. HD 69 GLE

Journal Articles

Samuel, A. 2016. The 8 Digital productivity tools everyone should adopt. *Harvard Business Review Digital Articles*, 20 June pp 2-4

Saunders, E. 2016. If you dread deadlines, you're thinking about them all wrong. *Harvard Business Review Digital Articles*, 18 March pp 2-4

Knight, R. 2016. How to boost your team's productivity. *Harvard Business Review Digital Articles*, 29 January pp 2-6

Altman, M. 2015. Redefining "time" to meet nursing's evolving demands. *Nursing Management*, 46 (5) pp 46-49

Adams, S. 2015. Time management secrets anyone can use. *Forbes.com*, 10 April 1-1

Saunders, E. 2014. Why saving work for tomorrow doesn't work. *Harvard Business Review Digital Articles*, 25 August pp 2-4

Gallo, A. 2014. 4 things you thought were true about time management. *Harvard Business Review Digital Articles*, 22 July pp 2-4

Gallo, A. 2014. Manage your time without annoying your coworkers. *Harvard Business Review Digital Articles*, 23 May pp 2-5

Perlow, L. 2014. Manage your team's collective time. *Harvard Business Review*. 92 (6) pp 23-25

Adams, S. 2014. Time management secrets anyone can use. *Forbes.com*, 11 April pp 18

Smith, J. 2014. 14 Things to do on a slow day at work. *Forbes.com* pp 2

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