# TIME MANAGEMENT

*A listing of materials available at the Justice Institute Library*

## GENERAL BOOKS

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TIME MANAGEMENT

You Don’t Have to Go Home from Work Exhausted! The Energy Engineering Approach by Ann McGee-Cooper. Dallas, TX: Bowen & Roger. (HF 5548.85 M144 1990)

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)
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)

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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. Time management may be aided by a
The purpose and objectives. Time management is still not a very popular element in many enterprises, while its implementation significantly increases staff productivity and, ultimately, the effectiveness of the company. For this reason, the purpose of the article is to promote time management in a business environment by providing specific tools, principles, methods and systems, and to show its importance to the company and describe the influence of time management for the enterprise. Methods. Want to manage your time easily? Then learn what a time management is and learn 12 basic rules of time management. Change your life for better! Time management: what is time management? Want to manage your time easily? Then learn what a time management is and learn 12 basic rules of time management. Change your life for better! You have probably noticed that most of us are so overloaded with work and personal matters that we don’t even have any idea how to cope with it and not to be in a hurry. Good time management requires an important shift in focus from activities to results: being busy isn’t the same as being effective. (Ironically, the opposite is often closer to the truth.) Spending your day in a frenzy of activity often achieves less, because you’re dividing your attention between so many different tasks. Good time management lets you work smarter not harder so you get more done in less time. What Is Time Management?