

Time Management

Tuesday, September 19 12:30 - 1:30 p.m.

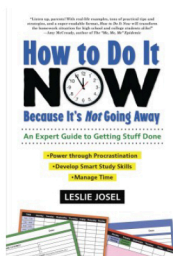


Time Management Essentials: The Tools you Need to Maximize Your Attention, Energy, and Productivity

by Anna Dearmon Kornick

In Time Management Essentials you'll get the comprehensive, up-to-date information including pandemic-related workplace

shifts that you need to manage your time with a values-based approach.



How to Do It Now Because It's Not Going Away: An Expert Guide to Getting Stuff Done

by Leslie Josel

Packed with practical solutions and tips to stay on top of homework, develop a sense of time, manage digital distractions, and create easy-to-follow routines, this guide will help teens stop procrastinating and get

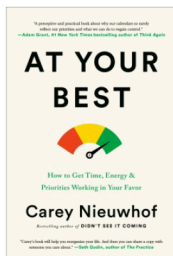
their tasks done.



Saving your Digital Past, Present, and Future: A Step-by-Step Guide

by Vanessa Reyes

The digital era has reshaped the nature, scope, and use of personal information. This book analyzes the concepts associated with preserving and managing personal digital information.



At your Best: How to Get Time, Energy, and Priorities Working in your Favor

by Carey Nieuwhof

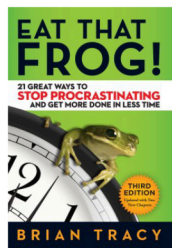
An influential podcaster and thought leader provides time, energy, and priority management tactics to help you crush it at work and thrive at home.



Time Management Ninja: 21 Tips for More Time and Less Stress in your Life

by Craig Jarrow

As life continues to get busier, this guide offers 21 simple principles to help optimize time and to better manage self and family.



Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time

by Brian Tracy

Describes how to overcome the urge to procrastinate by offering twenty-one practical steps for getting important tasks done and utilizing the principles and techniques of time management



One Italian Summer: A Novel

by Rebecca Serle

Still reeling from her mother's death, Carol embarks on their mother-daughter trip to Positano, Italy, alone, where she encounters her mother in the flesh at 30 years old and must reconcile the mother who knew everything with this young woman who does not yet have a clue.



Take Back your Time: The Guilt-Free Guide to Life Balance

by Christy Wright

Real life balance is about doing the right things at the right time-and it leads to a life of peace, fulfillment, and confidence. Christy Wright redefines what balance is and reveals the clear path to actually achieve it. Readers will learn how to:

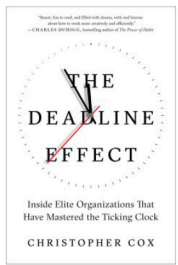
Decide what matters - Stop doing what doesn't matter - Create a schedule that reflects what matters - Protect what matters - Be present for what matters



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Time Management Book List

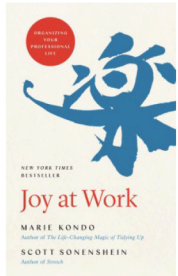


The Deadline Effect: How to Work Like it's the Last Minute--Before the Last Minute

by Christopher Cox

Christopher Cox became determined to learn the secret of managing deadlines. He set off to observe nine different organizations as they approached a high-pressure deadline. Cox made a discovery:

these experts didn't just meet their big deadlines--they became more focused, productive, and creative in the process.



Joy at Work: Organizing your Professional Life

by Marie Kondo

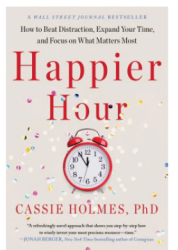
The best-selling author of The Life-Changing Magic of Tidying Up and the psychologist author of Stretch share anecdotes, studies and strategies for promoting workplace fulfillment through focused organization and productivity.



Get It Done Now! : Own Your Time, Take Back Your Life

by Brian Tracy

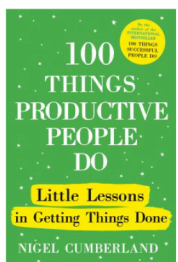
Brian Tracy addresses the challenge of distraction in its many forms and shows you how to focus on your most important task so you can get it done now!



Happier Hour: How to Beat Distraction, Expand your Time, and Focus on What Matters Most

by Cassie Holmes

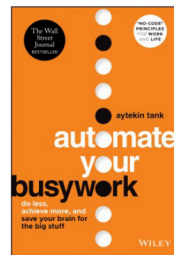
Cassie Holmes has made this question her life's work: How do we optimally spend our time so that we feel satisfied in the day-to-day and with life overall?



100 Things Productive People Do : Little Lessons in Getting Things Done

by Nigel Cumberland

Explore the habits, tools, techniques and mentality of highly productive people and discover how to effortlessly take on your to-do list.



Automate your Busywork: Do Less, Achieve More, and Save your Brain for the Big Stuff

by Aytekin Tank

Most people don't work with time, they work against time. But how you spend your time is everything. Automate Your Busy Work requires you to explore why you are doing busywork in the first place. The book

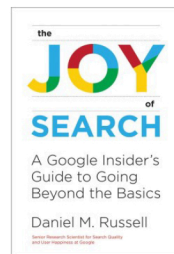
takes you from busy work to less work, to the best use of your time.



Oona Out of Order: A Novel

by Margarita Montimore

A young woman destined to wake up on her birthday to a random year in her life struggles through an out-of-order time existence to reconcile her inner youth with the realities of shifting external identities, appearances and period norms.

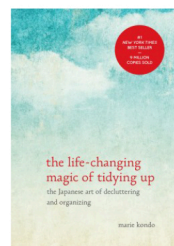


The Joy of Search : A Google Insider's Guide to Going Beyond the Basics

by Dani Russell

Russell describes the best ways to use such resources as Google Earth, Google Scholar, Wikipedia, and Wikimedia, why metadata is important, and how to

triangulate information.

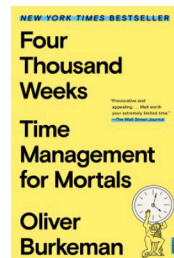


The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing

by Marie Kondō

Presents a guide to cleaning and organizing a living space, discussing best methods for decluttering and the impact that an organized home can have on mood and

physical and mental health



Four Thousand Weeks : Time Management for Mortals

by Oliver Burkeman

We rarely make the connection between our daily struggles with time and the ultimate time management problem: The challenge of how best to use our four thousand weeks, the average length of a human life.