

Recommended Resource List: Time Management

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- *State government employees* should follow the call number link to the [KDLA Catalog](#) and click on the "Place Hold" button in the Availability section. Check the information on the form and then click on "Submit" button. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included). Downloadable audiobooks and e-books may be checked out through the [Kentucky Libraries Unbound](#) (KLU) website.
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- *Members of the general public* should contact their local public library for interlibrary loan service for audiobook, book and DVD titles and to confirm that the local public library offers downloadable titles through [Kentucky Libraries Unbound](#).

Audiobooks

Allen, David. **Getting Things Done: the Art of Stress-free Productivity**. New York: Simon & Schuster Audio, 2008. Call number: [SR 650.1 Alle](#)

Blanchard, Kenneth H. **The On-time, On-target Manager** [How a "Last-minute Manager" Conquered Procrastination]. [New York]: Harper Audio, 2003. Call number: [SR CD 658.4093 Blan](#)

Covey, Stephen R. **Focus—Achieving Your Highest Priorities**. Salt Lake City: Franklin Covey, [2003]. Call number: [SR CD 650.1 Cove](#)

Covey, Stephen R. **The 7 Habits Mastery Series**. Niles, IL: Nightingale Conant, 2003. Call number: [SR CD 158.4 Cove](#)

Tracy, Brian. **Eat That Frog: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time**. 2nd ed. Auburn, CA: Audio Partners, 2006. Call number: [SR CD 640.43 Trac](#) or [Download from Kentucky Libraries Unbound](#)

Books

Albert, Stuart. **When: The Art of Perfect Timing**. San Francisco: Jossey-Bass, 2013.

[Download from Kentucky Libraries Unbound](#)

Allen, David. **Getting Things Done: The Art of Stress-Free Productivity**. New York:

Penguin Books, 2015. [Download from Kentucky Libraries Unbound](#)

Bennett, Sam. **Get It Done: From Procrastination to Creative Genius in 15 Minutes a Day**. Novato, CA: New World Library, 2014. [Download from Kentucky Libraries Unbound](#)

Bly, Robert. **Make Every Second Count: Time Management Tips and Techniques for More Success with Less Stress (ebook)**. Pompton Plains, NJ: Career Press, 2011.

[Download from Kentucky Libraries Unbound](#)

Combs, Jeffrey. **The Procrastination Cure: 7 Steps to Stop Putting Life Off (ebook)**.

Pompton Plains, NJ: Career Press, 2011. [Download from Kentucky Libraries Unbound](#)

Leeds, Regina. **The 8 Minute Organizer: Easy Solutions to Simplify Your Life in Your Spare Time**. Boston, MA: Da Capo Press, 2012. [Download from Kentucky Libraries Unbound](#)

[Download from Kentucky Libraries Unbound](#)

McKeown, Greg. **Essentialism: The Disciplined Pursuit of Less**. New York: Crown

Business, 2014. [Download from Kentucky Libraries Unbound](#)

Saunders, Elizabeth Grace. **The 3 Secrets to Effective Time Investment: Achieve More**

Success with Less Stress. New York: McGraw-Hill, 2013. [Download from Kentucky Libraries Unbound](#)

Tator, Rosemary. **More Time for You: a Powerful System to Organize Your Work and**

Get Things Done. New York: AMACOM, 2011. Call number: [650.11 Tator](#)

DVDs

Get Organized --and Stay Organized: the 7-day Plan for Putting Your Work Life in

Order. 22 min. Briefings Publishing Group, 2002. DVD. Call number: [VC DV 650.11 Get](#)

The New Time of Your Life. 21 min. LearnCom, [2003]. DVD. Call number: [DV 650.11 New](#)

Websites

<https://www.sba.gov/managing-business/leading-your-business/making-decisions>

Making Time from the Small Business Administration offers suggestions to managers interested in managing time for personal and business growth.

http://www.managementhelp.org/prsn_prd/time_mng.htm

Stress Management and Time Management offers information with links to web articles and other websites. This information is sponsored by the Free Management Library