

Time Management Recommended Reading

The following articles and materials are excellent resources for time management knowledge and skill development.

My Approach to Personal Time Management and Organization. Clemmer, Jim. The Clammer Group.

Time Management & Organization. (2004). Mills, Lew. 04: Mill Consulting.

Developing Management Skills, 5th Ed. (2002). Whetten, David A., Cameron, Kim S. 113-120 Prentice Hill.

Putting a Stop to Putting It Off: Procrastination Management Strategies. Counseling and Psychological Service. (1991). McNeill, Pauline. University Counseling Center UNC-Chapel Hill.

10 Keys to Time Management. Austin, W. Jan, and et al 2001: Coachville.com