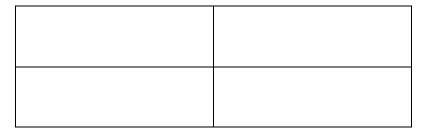
Effective Time Management for Busy Library Directors

I. Are you a lark or an owl?

To try: Time logging

To read: When: The Scientific Secrets of Perfect Timing by Daniel Pink and Off the Clock: Feel Less Busy While Getting More Done by Laura Vanderkam

Ш	٠ ١	N hat	are	your	prio	ritie	s?
---	-----	--------------	-----	------	------	-------	----



III. Habits and Routines

To read: The Power of Habit: Why We Do What We Do in Life and Business by Charles Duhigg

IV. Organization and Systems

To read: Getting Things Done: The Art of Stress-Free Productivity by David Allen

- V. Schedules and Deadlines
- VI. Breaks, Rest, and Vacations
- VII. Reflection and Review
- **VIII.** Finding Focus

To try: The Pomodoro Technique tomato-timer.com

IX. Collaboration