

PERSONAL EFFECTIVENESS: STRATEGIES FOR MANAGING THE 'TYRANNY' OF TIME
SUGGESTED READINGS

- Adair J, Allen M. The concise time management and personal development. London, England: Thorogood; 2003.
- Covey SR. The seven habits of highly effective people. Toronto, ON: Free Press; 1989.
- Covey SR, Merrill AR, Merril RR. First things first. New York, NY: Fireside; 1995.
- Emmett R. The procrastinator's handbook. Mastering the art of doing it now. Anchor Canada; 2001.
- Griessman BE. Time tactics of very successful people. Montreal, QC: McGraw-Hill, Inc.; 1994.
- Hindle T. Manage your time. 1st ed. New York, NY: DK Publishing, Inc.; 1998.
- Margulis AR. Be in charge. A leadership manual. How to stay on top. San Diego, CA: Academic Press; 2002.
- Tracy, Brian. Eat that frog! 21 ways to stop procrastinating and get more done in less time. San Francisco, CA: Berrett-Koehler Publishers, Inc; 2007.