

PERSONAL EFFECTIVENESS II: MAKING YOUR VISION REAL**Suggested Readings**

- Adair J, Allen M. [The concise time management and personal development](#). London, England: Thorogood; 2003.
- Covey SR. [The 7 habits of highly effective people: powerful lessons in personal change](#). 25th Anniversary Ed. New York, NY: Simon & Schuster; 2013.
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- Patel H, Puddester D. [The time management guide: A practical handbook for physicians by physicians](#). Ottawa: Royal College of Physicians and Surgeons; 2012.
- Pillon S, Osmun W. E. [Mentoring in a Digital Age](#). Canadian Family Physician 2013; 59:442-4.
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- Sambunjak D, Straus SE, Marusié A. [Mentoring in academic medicine: a systematic review](#). JAMA 2006; 296(9):1103-15.
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Tracy, Brian. Eat that frog! 21 ways to stop procrastinating and get more done in less time. 2nd Ed. San Francisco, CA: Berrett-Koehler Publishers, Inc; 2007.

Zerzan JT, Hess R, Schur E, Phillips RS, Rigotti N. [Making the most of mentors: a guide for mentees](#). Acad Med 2009; 84(1): 140-4

Online Articles

Time Management Strategies for Academic Leaders

<http://www.facultyfocus.com/articles/faculty-development/time-management-strategies-for-academic-leaders/>

A Faculty Focus article on how professors can create a “time budget.”

Mentor Memo: Time Management - Inside Higher Education

<http://www.insidehighered.com/advice/mentor/domke>

An application of Covey’s strategies in time management for the academic world.

First Person: Lessons in Time Management - The Chronicle of Higher Education

<http://chronicle.com/jobs/news/2003/12/2003121601c.htm>

A journal article on how to time manage in academia.

Life Balance: 17 Tips from Doctors for Doctors

<http://www.aafp.org/fpm/20010600/60life.html>

An article for family doctors on balancing their work and home lives.