

Productivity Resources

Productivity and Time/Task Management Books

“Much of the stress that people feel doesn’t come from having too much to do. It comes from not finishing what they’ve started.”

—David Allen

Getting Things Done: The Art of Stress-Free Productivity by David Allen (2001)

Time Management from the Inside Out: The Foolproof System for Taking Control of your Schedule—and Your Life by Julie Morgenstern (2000)

Organizing from the Inside Out: The Foolproof System for Organizing Your Home, Your Office, and Your Life by Julie Morgenstern (2004)

Do It Tomorrow and Other Secrets of Time Management by Mark Forster (2008)

Zen to Done: The Ultimate Simple Productivity System by Leo Babauta (2008)

Lifehacker: The Guide to Working Smarter, Faster, and Better by Gina Trapani and Adam Pash (2011)

Productivity and Time/Task Management Blogs

Lifehacker: <http://lifehacker.com>

ProfHacker:
<http://chronicle.com/blogs/profhacker/>

Study Hacks: <http://calnewport.com/blog/>

Pomodoro Technique:
<http://pomodorotechnique.com>

Autofocus System (ongoing): <http://markforster.squarespace.com>

43 Folders & Inbox Zero: <http://www.43folders.com/izero>

Zen to Done (released to public domain):
<https://archive.org/details/ZenToDoneTheUltimateSimpleProductivitySystemByLeoBabauta>

“Never mistake motion for action.”

—Ernest Hemingway



—Compiled for CET's Time Management Workshop by Gian Pagnucci, Chris Kuipers, Todd Thompson, Dan Weinstein, and Tanya Heflin (12 Nov 2014)