

## **Sources for time management**

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1. *Making the Right Moves. A Practical Guide to Scientific Management for Postdocs and New Faculty*, Second Edition, Burroughs Wellcome Fund, Howard Hughes Medical Institute, **Chapter 6**, download <http://www.hhmi.org/developing-scientists/making-right-moves>

2. *Time Management for New Faculty*, Anastassia Ailamaki, Johannes Gehrke, School of Computer Science, Carnegie Mellon University, *SIGMOD Record*, 32(2): 102-106, June 2003 <http://dl.acm.org/citation.cfm?id=777004>

3. Chronicle of Higher Education:

*How to Say No (And get away with it):*

<http://www.chronicle.com/article/How-to-Say-No-and-Get-Away/45919/>

Richard Reis: *Establishing Your Absence*

<http://www.chronicle.com/article/Establishing-Your-Absence/45649/>

Richard Reis: *Faculty Time Savers*

<http://cgi.stanford.edu/~dept-ctl/tomprof/posting.php?ID=34>

Lee Tobin McClain: *Lessons in Time Management*

<http://www.chronicle.com/article/Lessons-in-Time-Management/45291>

4. Berkeley CETL Aug 2016: *Save Time, Add Value with these Teaching Time Savers*

<http://teaching.berkeley.edu/news/save-time-add-value-these-teaching-time-savers>

5. *Summary of Time Management Discussion at Faculty Retreat, April 23, 1999 UC Berkeley*

<https://people.eecs.berkeley.edu/~pattrsn/Time/>

6. Nick Feamster, Princeton 2013: *Time Management Tactics for Academics*

<https://greatresearch.org/2013/08/31/time-management-tactics-for-academics/>

7. Science Careers (AAAS)

Vid Mohan-Ram, *Time Management 101 for Grant Applicants*

<http://www.sciencemag.org/careers/1999/10/time-management-101-grant-applicants>

Jeremy M. Boss, Susan H. Eckert: *Academic Scientists at Work: Where'd My Day Go?*

<http://www.sciencemag.org/careers/2004/04/academic-scientists-work-whered-my-day-go>

8. Tim Slater: *Doing What Matters First. Time Management for Busy Professors*  
[https://www.aapt.org/Conferences/newfaculty/upload/Slater-time\\_management\\_AAPT-NFW\\_June2013-final.pdf](https://www.aapt.org/Conferences/newfaculty/upload/Slater-time_management_AAPT-NFW_June2013-final.pdf)

9. *10 Time Management Techniques for Academics*  
[https://www.scribendi.com/advice/10\\_time\\_management\\_techniques\\_for\\_academics.en.html](https://www.scribendi.com/advice/10_time_management_techniques_for_academics.en.html)

*(10 tips)Time Management - by Academics*  
<http://www.shintonconsulting.com/time-management-by-academics/>

*10 Common Time Management Mistakes*  
<https://www.mindtools.com/pages/article/time-management-mistakes.htm>

#### **10. Books:**

*The Time Trap: The Classic Book on Time Management*, Alec Mackenzie, Paperback 3rd edition AMACOM 1997, 282 pp.

<http://www.eefam.gr/assets/files/library/libreryone/The-Time-Trap25032015.pdf>

*Coping with Faculty Stress*, W.H. Gmelch, SAGE Publications, London,1993, vol. 5 of *Survival Skills for Scholars* - 112 pages,

<https://us.sagepub.com/en-us/nam/coping-with-faculty-stress/book3961>

*Making Time, Making Change: Avoiding Overload in College Teaching*, Douglas R. Robertson, New Forums, Stillwater, OK: 2003.

<http://store.newforums.com/Making-Time-Making-Change-SDB05.htm>