

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

II. What are your priorities?

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