

FURTHER READING ABOUT TIME MANAGEMENT

BOOKS

The following books are recommended. Your University or college library may stock some or all of them, or suitable alternatives.

Adair, John, (1988), *Effective Time Management: How to Save Time and Spend it Wisely*, London, Pan.

Old but classic text from a management expert, which identifies common time problems and how to overcome them.

Cottrell, Stella, (2008), 3rd edn, *The Study Skills Handbook*, Basingstoke, Palgrave Macmillan.

Chapter 4 – The C-R-E-A-M strategy for learning – pages 67 to 80

Drew, Sue and Bingham, Rosie, (2001), 2nd edn, *The Student Skills Guide*, Aldershot, Gower. Chapter 3 – Organising yourself and your time

Haynes, Marion E., (1987), rev edn, *Make Every Minute Count: How to Manage Your Time Effectively*, London, Kogan page.

Covers the principles of time management, an initial self-assessment questionnaire, and techniques for managing your time including planning and dealing with interruptions. Also has a final section on action planning.

Northedge, Andrew, (2005), *The Good Study Guide*, 2nd edn, Milton Keynes, Open University.

Chapter 2 – Taking control of your studies

WEBSITES

NOTE: links were live at the time of writing.

http://www.mindtools.com/pages/main/newMN_HTE.htm

Covers getting started; activity (time) logs; action planning; prioritising; and goal setting.

<http://www.dartmouth.edu/~acskills/success/time.html>

Has some useful videos, quizzes and other activities, covering time planning and creating a schedule. Also has weekly, ten week and four year planners you can download and use.