

Resources

Essays by Susan Johnson:

<http://www.cvdtraining.pitt.edu/trainereesources.asp>

Contact me at srj.susanjohnson@gmail.com

General organization / productivity:

David Allen. *Getting Things Done: the Art of Stress Free Productivity.*
(January 4, 2001) Viking Pr; ISBN: 0670899240

<http://davidco.com/> (sign up for free e-mail newsletter)

Kerry Gleeson. *Personal Efficiency Program: How to get organized to do more work in less Time.* Wiley & Sons, New York, 2003

- Emphasis is on taking immediate action; simple paper flow and filing system

Julie Morgenstern:

Making Work Work : New Strategies for Surviving and Thriving at the Office.
Fireside, New York, 2004

Time Management from the Inside Out 2nd ed. Henry Holt, New York, 2004

Stephen R. Covey:

The Seven Habits of Highly Effective People. Simon & Schuster, New York, 1989.

With A. Roger Merrill, Rebecca R. Merrill. First Things First. Simon & Schuster, New York 1994

Stephanie Winston. *Getting out from under: redefining your priorities in an overwhelming world.* Perseus Books, Reading, Massachusetts, 1999 and her other earlier books on organizing for work and home

Writing and other academic issues:

TheBlackAcademic website and Monday Motivator e-newsletter

Address all things related to academic success. Rated "E" for everyone.

<http://www.blackacademic.com/page/page/4503680.htm>

Joan Bolker. (1998). *Writing your dissertation in fifteen minutes a day.* New York, Henry Holt and Company.

Bolker is the cofounder of the Harvard Writing Center – is a great book for anyone wanting to establish a writing habit.

Neil Fiore. *The NOW Habit.* Tarcher/Putnam, New York, 2007

- Fiore is a psychologist who specializes in working with doctoral students with writer's block. The best book on procrastination