

Workplace Productivity

BOOKS

Stop Organizing, Start Producing by Casey Moore, COC, is subtitled "Leverage the 12 Factors that Make or Break the Busy Professional." In it she introduces her Productivity Chain as a revolutionary way to improve your work habits.

In *Never Check E-Mail in the Morning* Julie Morgenstern provides 34 Grab-and-Go strategies. Capture all your to-dos in one place, beware multitasking, stretch time by planning, apply selective perfectionism, anticipate surprises and rearrange your desktop are among the strategies discussed.

Harriet Schechter book *Conquering Chaos at Work* delivers exactly what the subtitle states: "Strategies for Managing Disorganization and the People Who Cause It." This book addresses chaos in a work setting whether you are a Chaos Creator or the recipient of one.

Marty Clarke addresses specific land mines within four modes of communication: the phone, e-mail, regular mail and face to face in his book *Communication Land Mines*. Then he provides explicit methods and tools for avoiding each land mine.

In *Leadership Land Mines* Marty Clarke identifies two main topics: "Managing the Situation" and "Leading Your People". He proceeds to detail land mines in each topic with real-life examples and realistic methods of avoidance.

People who are disciplined but haven't found the right system yet may benefit from *Getting Things Done* by David Allen. He outlines a specific office organizing program.

INTERNET RESOURCES

- **[A Good Time Management System is Important Because...](#)** Time management articles based on Success Methods
- **[Mindtools:](#)** Tools for problem solving, decision-making, time management and more
- **[Personal Development Gym for Entrepreneurs:](#)** Articles on time management, goal setting & more
- **[Productivity Bits:](#)** Productivity and GTD Hacks Blog
- **[Quick & Dirty Tips:](#)** Get-It-Done Guy gives tips to work less and do more
- **[Stepcase Lifehack:](#)** Blog posts on productivity, lifestyle and more
- **[2Time Labs:](#)** The World's Best Resource for Time Management 2.0
- **[Time Management Ninja:](#)** Helping you win the battle against wasted time and disorganization

Information courtesy of Minding Your Matters® While not an endorsement of specific products, we hope you find it useful. Contact us to learn about our Flexible Structure Method™ of organizing and productivity that can be mastered by anyone.



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