#### http://www.bmj.com/cgi/content/full/309/6968/1563

This article is about navigating the system as a doctor-manager.

#### Time Management Strategies for Academic Leaders

http://www.facultyfocus.com/articles/faculty-development/time-management-strategies-for-academic-leaders/ A Faculty Focus article on how professors can create a "time budget."

# Mentor Memo: Time Management - Inside Higher Education

http://www.insidehighered.com/advice/mentor/domke

An application of Covey's strategies in time management for the academic world.

#### Academic Productivity - How Do the Best Professors Work?

Article: <a href="http://www.academicproductivity.com/2007/how-do-the-best-professors-work/">http://www.academicproductivity.com/2007/how-do-the-best-professors-work/</a> Homepage: <a href="http://www.academicproductivity.com">http://www.academicproductivity.com</a> An article on a student's observations regarding his most productive professors. The website offers several interesting ideas on how to remain productive in an academic environment.

### First Person: Lessons in Time Management - The Chronicle of Higher Education

http://chronicle.com/jobs/news/2003/12/2003121601c.htm A journal article on how to time manage in academia.

## Life Balance: 17 Tips from Doctors for Doctors

http://www.aafp.org/fpm/20010600/60life.html An article for family doctors on balancing their work and home lives.

# Ten Time Management Tips for Family Physicians - Family Medicine

<u>http://www.pubmedcentral.nih.gov/articlerender.fcgi?artid=359424</u> Ten practical tips for family physicians seeking to better manage their time.

# Free Software

Rescue Time, Free Time Management Software http://www.rescuetime.com/ This is a free web-

## Videos, Podcasts and Other Online Media

"Time Management" by Randy Pausch

Video: http://video.google.com/videoplay?docid=-5784740380335567758

PowerPoint slides: http://www.cs.virginia.edu/~robins/Randy/RandyPauschTimeManagement2007.pdf

Downloadable audio track: http://www.virginia.edu/uvapodcast/newspopup.php?submit=true&id=631#

Famous professor of the "Last Lecture" phenomenon, Randy Pausch of Carnegie Mellon University advises students and colleagues how to manage their time.

## **Productive! Magazine**

Downloadable PDF of November 2008 Edition: http://www.productivemagazine.com/download

Website: http://productivemagazine.com/

The November 2008 edition of Productive! Magazine contains articles on finding happiness at work, improving productivity, achieving goals, and several tips for eliminating tasks, getting things done and sticking to a schedule.

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