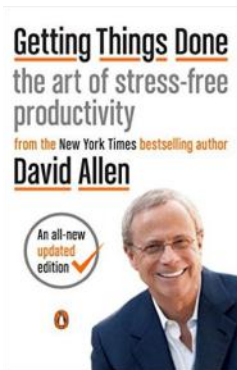


RECOMMENDED READINGS

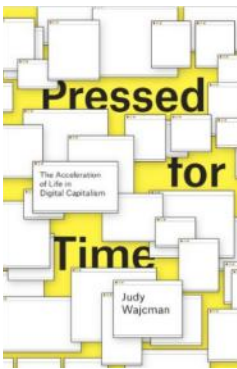
Understanding Workflow



Getting Things Done: The Art of Stress-Free Productivity

by David Allen

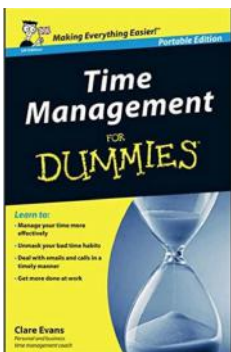
Why Barney Likes It: He is considered the leading authority on personal productivity. I really like his value flow charts because they explain the process of getting things done. I've used these charts and it has made a huge difference in my personal efficiency. I love the way he talks about moving things across your desk.



Pressed for Time: The Acceleration of Life in Digital Capitalism

by Judy Wajcman

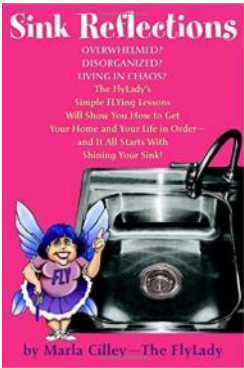
Why Barney Likes It: People have the perception that they have less free time today than ever before. But the reality is that people have more leisure time than any other time in history. Wajcman makes the case that it's the process of how we use time that's the problem and not the amount of time we have available. This book makes you think about the concept of time in a very different way.



Time Management for Dummies

by Clare Evans

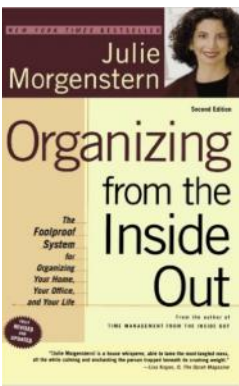
Why Barney Likes It: This book is a good place to start if you want to clearly understand time management. It provides the building blocks needed to manage your time well. It is well-written using simple language. I like the *Dummies* books because they are always a good starting point to learn more about a subject.



Sink Reflections

by Marla Cilley

Why Barney Likes It: Better known as the FlyLady, Cilley uses humor and amusing stories to show you how to manage clutter and chaos in your home life. It's basically a fun read about getting organized. Although it focuses on personal space, I believe you'll quickly see the relationship between your home and business. and find lots of areas where you can transfer habits from your personal to your business life.



Organizing from the Inside Out

by Julie Morgenstern

Why Barney Likes It: This book focuses on the “how” part of getting organized. She examines the major reasons that we fail to organize and suggests practical measures to deal with them.

