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Sources for time management

1. *Making the Right Moves. A Practical Guide to Scientific Management for Postdocs and New Faculty*, Second Edition, Burroughs Wellcome Fund, Howard Hughes Medical Institute, Chapter 6, available on line at
<http://www.hhmi.org/labmanagement/moves.html>
2. *Time Management for New Faculty*, Anastassia Ailamaki, Johannes Gehrke, School of Computer Science, Carnegie Mellon University, *SIGMOD Record*, 32(2): 102-106, June 2003, available on line at:
<http://www.pdl.cmu.edu/PDL-FTP/stray/timemgmt.pdf>
3. *Time Management for Faculty*, Compiled by Prof. Alan Marscher, Director, Center for Excellence in Teaching, Boston University, for a faculty development workshop on February 13, 2006:
<http://www.bu.edu/cet/develop/time.html>
4. *How to Say No (And get away with it)*:
<http://chronicle.com/jobs/news/2008/09/2008092201c.htm>
5. *Conserving time while teaching and other hints for new faculty*, Sarah Keller:
<http://www.advance.rice.edu/negotiatingtheidealfacultyposition/resources/Conserving%20Time%20While%20Teaching%20Keller.ppt>
6. Richard Reis on Tomorrow's Professor web site:
Establishing Your Absence
<http://sll.stanford.edu/projects/tomprof/newtomprof/postings/1.html>
Faculty Time Savers
<http://sll.stanford.edu/projects/tomprof/newtomprof/postings/34.html>
7. *Lessons in Time Management*
Lee Tobin McClain, *Chronicle of Higher Education* December 16, 2003
<http://chronicle.com/jobs/2003/12/2003121601c.htm>
8. *Time Management 101 for Grant Applicants*
Vid Mohan-Ram, *Science's Next Wave*, October 8, 1999
<http://nextwave.sciencemag.org/cgi/content/full/1999/10/06/1>
9. *Time Management for Academic Leaders*, Christian Hansen
<http://www.facultyfocus.com/articles/faculty-development/time-management-strategies-for-academic-leaders/>
10. *The Time Trap: The Classic Book on Time Management*, Alec Mackenzie, Paperback 3rd edition AMACOM 1997, 282 pp.

11. *Coping with Faculty Stress*, W.H. Gmelch, SAGE Publications, London, 1993, vol. 5 of *Survival Skills for Scholars* - 112 pages, [Coping with Faculty Stress](#)

12. *Making Time, Making Change: Avoiding Overload in College Teaching*, Douglas R. Robertson, New Forums, Stillwater, OK: 2003.