

Books on the Topics of Time Management & Organization
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1. Covey, Stephen. [*First Things First.*](#) Simon and Schuster Inc., 1992.
2. Culp, Stephanie. [*How to Get Organized When You Don't Have the Time.*](#) Writer's Digest Books, 1986
3. Douglas, Merrill E. and Donna N. [*Manage Your Time, Your Life, Yourself.*](#) American Management Association, 1993.
4. Drucker, Peter. [*The Effective Executive.*](#) Harper and Row Publishers, 1966.
5. MacKenzie, Alec. [*The Time Trap.*](#) American Management Association, 1990.
6. Morgenstern, Julie. [*Time Management from the Inside Out The Foolproof System for Taking Control of Your Schedule--and Your Life.*](#) Holt Paperbacks, 2004.
7. Oncken, William. [*Managing Management Time.*](#) Prentice-Hall, Inc., 1986.
8. Smith, Hyrum. [*The 10 Natural Laws of Successful Time and Life Management.*](#) Warner Books, 1994
9. Winston, Stephanie. [*The Organized Executive.*](#) Warner Books, 1983.
10. Winston, Stephanie. [*Getting Organized.*](#) Warner Books, 1991.