*Being a Better Boss of Your Time - Resources*

Thank you for attending the NWIIWA Workshop on February 11th.

Below is a list of resources I referenced. If you would like 50 more Time Hacks, sign up for my quarterly newsletter at <https://bit.ly/50timehacks>, and I’ll send those to you in addition.

With regard,

Jenny McGill

[jenny.mcgill@indwes.edu](mailto:jenny.mcgill@indwes.edu)

219-769-5115

**Resources Referenced**

* *Indistractable: How to Control Your Attention and Choose your Life*, Nir Eyal and Julie Li
* *Mindset: The New Psychology of Success,* Dr. Carol Dweck
* *The Confidence Code: The Science and Art of Self-Assurance*, Katty Kay and Claire Shipman
* *Lean In: Women, Work, and the Will to Lead,* Sheryl Sandberg
* *Switch on Your Brain: The Key to Peak Happiness, Thinking, and Health,* Dr. Caroline Leaf
* *Start with Why: How Great Leaders Inspire Everyone to Take Action*, Simon Sinek
* *Digital Minimalism: Choosing a Focused Life in a Noisy World,* Cal Newport
* *Margin: Restoring Emotional, Physical, Financial, & Time Reserves to Overloaded Lives*, Richard Swenson
* *Boundaries: When to Say Yes, How to Say No to Take Control of Your Life*, J. Townsend and H. Cloud
* *15 Secrets Successful People Know about Time Management*, Kevin Kruse
* *4-Hour Workweek*, Tim Ferriss

**Free Handouts (Downloadable)**

[Simple Brain Hacks to Get More Done](https://www.nirandfar.com/wp-content/uploads/2017/03/24-brain-hacks-to-get-more-done.pdf), Nir Eyal

[Weekly Schedule, Sun-Sat, 30-min Intervals](https://www.smartsheet.com/free-weekly-schedule-templates-excel), SmartSheets

[The 15 Surprising Ultra Productive People Do Differently](https://www.kevinkruse.com/quick-start-action-plan/), Kevin Kruse



Dr. Jenny McGill | 219-769-5115 | [jennymcgill.com](https://www.jennymcgill.com/) | [LinkedIn](http://www.linkedin.com/in/jennymcgill) | [Twitter](https://www.twitter.com/drjennymcgill)