



- *Time & Self Management Recommended Reading List* -

BOOK TITLE:

AUTHOR:

7 Habits of Highly Effective People

Stephen Covey

The Six Pillars of Self Esteem

Nathaniel Brandon

First Things First

Merrill & Covey

Working with Emotional Intelligence

Daniel Goleman

The Effective Executive

Peter Drucker

Getting Things Done

David Allen

Ready for Anything

David Allen

Getting to Yes

Fischer & Ury

People Skills

Robert Bolton

Do What You Are

Paul D. Tieger

Inbox Detox and the Habit of Email Excellence

Marsha Egan