

## Goal Setting, Time Management, and Handling Procrastination Further Readings

### ***Time Management:***

Allen, Getting Things Done: The Art of Stress Free Productivity. (Penguin, 2002).

Allen, Ready for Anything: 52 Productivity Principles for Getting Things Done. (Penguin, 2004).

Koch, Living the 80/20 Way. (Nicholas Brealey, 2005).

### ***Other Practice Management:***

Cooper, The Other 90%. (Random House, 2002).

Eisenberg and Kelly, Organize Your Office. (Hyperion, 1998)

Foonberg, How To Start and Build a Law Practice, 5<sup>th</sup> edition. (ABA, 2004).

Gerber, Armstrong and Fisch, The E-Myth Attorney. (John Wiley & Sons, 2010).

Grella and Hudkins, The Lawyer's Guide to Strategic Planning. (ABA, 2004).

Mosten, Unbundling Legal Services. (ABA, 2000).

Poll, The Business of Law: Planning and Operating for Survival and Growth. (ABA, 2002).

Simmons, ed., Flying Solo: A Survival Guide for the Solo Lawyer, 3<sup>rd</sup> Ed. (ABA, 2001).

### ***Work/Life Balance:***

Chapman, The Five Love Languages of Teenagers. (Northfield Publishing, 2010).

Faber and Mazlish, How to Talk So Kids Will Listen & Listen So Kids Will Talk. (Avon Books, 1999).

Horn, Lawyer Life: Finding a Life and a Higher Calling in the Practice of Law. (ABA, 2003).

Travis, Should You Marry a Lawyer? (Decision Books, 2004).

### ***Websites:***

[www.lawyerslifecoach.com](http://www.lawyerslifecoach.com)

[www.mystrategicplan.com](http://www.mystrategicplan.com)

[www.jott.com](http://www.jott.com)

[www.timemanagementforlawyers.com/articlesdownloads](http://www.timemanagementforlawyers.com/articlesdownloads)

[www.practicepro.ca](http://www.practicepro.ca)

[www.transformingpractices.com](http://www.transformingpractices.com)

[www.organizeyourselfonline.com](http://www.organizeyourselfonline.com)