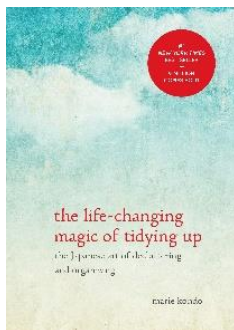
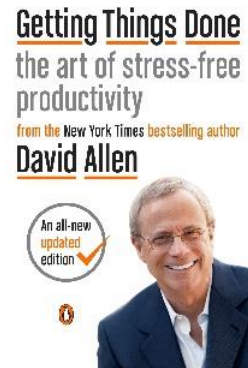


Efficient Librarian Bibliography and Links

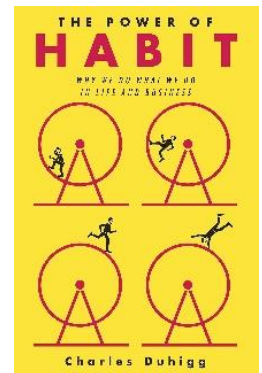
Books:

- ***Getting Things Done: The Art of Stress-Free Productivity*** by David Allen, 2015 ed.
- *Ready for Anything: 52 Productivity Principles for Getting Things Done* by David Allen, 2003
- *Making It All Work: Winning at the Game of Work and the Business of Life* by David Allen, 2008
- *The Organized Mind: Thinking Straight in the Age of Information Overload* by Daniel J. Levitin, 2014



- ***The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing*** by Marie Kondō, 2014
- *Thinking, Fast and Slow* by Daniel Kahneman, 2011
- *Smarter, Faster, Better: The Secrets of Being Productive in Life and Business* by Charles Duhigg, 2016

- *Switch: How to Change Things When Change is Hard* by Chip and Dan Heath, 2010
- ***The Power of Habit: Why We Do What We Do in Life and Business*** by Charles Duhigg, 2012



Web Sites:

- David Allen Official Site www.gettingthingsdone.com
- Efficient Librarian - Doug Crane's Blog www.efficientlibrarian.com
- Charles Duhigg's Official Site www.charlesduhigg.com
- Chip and Dan Heath's Official Site www.heathbrothers.com
- Marie Kondo's Official Site <https://konmari.com/>
- Tiago Forte Official Site <https://www.fortelabs.co/>