

# Books for Time and Life Management

## Books Written by Christians for Christians

*Margin: Restoring Emotional, Physical, Financial and Time Reserves to Overloaded Lives* by Richard Swenson, M.D. The most important book written to help relieve the pressure in the lives of 21<sup>st</sup> century families. Margin is the space that once existed between our load and our limits.

*The Overload Syndrome: Learning to live within your limits* by Richard Swenson, M.D. This book continues with more help toward restoring margin and overcoming overload.

*A Minute of Margin* by Richard Swenson, M.D. 180 one minute devotionals on Margin.

*Getting the Right Things Right* by Charlie Hedges. A Christian version of Covey's *First Things First* dealing with life's purpose, priorities, goals.

*Ordering Your Private World* by Gordon MacDonald. Letting your spiritual life impact your public life. Living and organizing from a spiritual perspective. Accents the difference between being called and driven.

*Making Room for Life* by Randy Frazee. Reforming your activities so that community and conviviality are present in all that you do as an individual and as a family.

*The Rest of God* by Mark Buchanan. Restoring your soul by restoring Sabbath. One of the very best books I've ever read concerning taking time to rest and doing it biblically and without guilt. I re-read this book once a year.

## Useful Secular Books

*Getting Things Done: The Art of Stress Free Productivity* by David Allen. The most practical book on actually getting your to-do's done. GTD

*Ready for Anything* by David Allen. Going further with implementing the ideas from *Getting Things Done*.

*The 7 Habits of Highly Effective People* by Stephen Covey. A classic book on personal leadership with principles for leading an effective life.

*First Things First* by Stephen Covey. Paradigm shift of managing your life by using a compass (direction) instead of a watch. Prioritizing life by goals and roles. An outstanding book.

*The 10 Natural Laws of Successful Time and Life Management* by Hyrum Smith. Good practical ideas as well as philosophy of life management.