



Work/Life Balance:
Manage your life in and out of the office.



**Mac only*



Time Management:

Focus your attention and use your time purposefully.



Digital Tools for Projects

Brainstorming:

Organize your ideas.



**Mac only*

Note Taking:

Streamline your notes.



To-Do Lists:

Take charge of your tasks.



Microsoft To-Do




Research Information/ Surveys:

Securely manage your data.



Physical Tools for Projects

Work/Life Balance:
Manage your life in and out of the office.



How to Be a Rock Star Doctor: The Complete Guide to Taking Back Control of Your Life and Your Profession - Rebekah Bernard

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change - Stephen R. Covey

The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal - Jim Loehr & Tony Schwartz

Thanks for the Feedback: The Science and Art of Receiving Feedback Well - Douglas Stone & Sheila Heen

Make the Right Choice: Creating a Positive, Innovative and Productive Work Life - Joel Zeff

Note Taking:
Streamline your notes.



How to Take Smart Notes: One Simple Technique to Boost Writing, Learning and Thinking – for Students, Academics and Nonfiction Book Writers
Sönke Ahrens

How to Take Great Notes
John Connelly

Tops Focus Notes

High Performance Habits: How Extraordinary People Become That Way
Brendon Burchard

The High-Performance Planner

Time Management:
Focus your attention and use your time purposefully.



Smart Time Management for Doctors
Kate Christie

First Things First
Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill

Getting Things Done: The Art of Stress-Free Productivity
David Allen



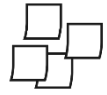
To-Do Lists:
Take charge of your tasks.

Day-Timer Planner

Panda Planner: Non-Dated Daily Planner for Productivity, Time Management and Happiness

The Checklist Manifesto: How to Get Things Right
Atul Gawande

Brainstorming:
Organize your ideas.



Gamestorming: A Playbook for Innovators, Rulebreakers, and Changemakers
Dave Gray, Sunni Brown, James Macanufo

Thinkertoys: A Handbook of Creative-Thinking Techniques
Michael Michalko

Visual Meetings: How Graphics, Sticky Notes and Idea Mapping Can Transform Group Productivity
David Sibbet