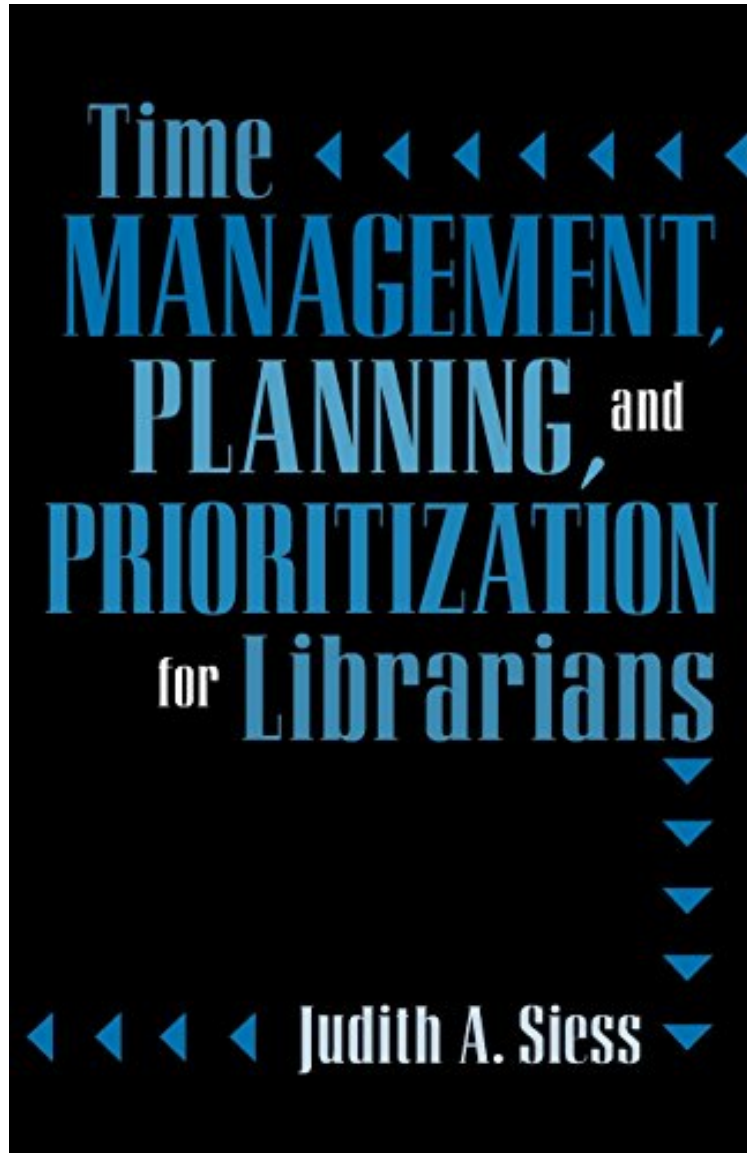


(Download free ebook) Time Management, Planning, and Prioritization for Librarians

Time Management, Planning, and Prioritization for Librarians

Judith A. Siess

**Download PDF / ePub / DOC / audiobook / ebooks*



#4952688 in Books Judith A Siess 2002-06-03 2002-06-03Original language:EnglishPDF # 1 8.50 x .55 x 5.40l, .59 #File Name: 0810844389232 pagesTime Management Planning And Prioritization For Librarians | File size: 55.Mb

Judith A. Siess : Time Management, Planning, and Prioritization for Librarians before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Management, Planning, and Prioritization for Librarians:

0 of 0 people found the following review helpful. Trite business jargonBy Avid ReaderThis book is full of the trite

business jargon you get from fad business books. Worn-out cliches, pithy anecdotes, cutesy anagrams...it's got them all. Siess' intended audience is the lone librarian in a small library, and there is certainly information here that can help. However, to get to it you have to dig through a great deal of business-guru garbage. She meant well, it just comes across silly.

One of the most critical problems for the librarian in a small library is not enough time. This book offers hundreds of practical ways to maximize limited time, based on actual experiences of the author and other practicing librarians.

From Library Journal Drawing on her own experiences and those of other practicing professionals in corporate, hospital, law, government, and association libraries as well as culling tips from an exhaustive review of the abundant business literature, Siess (The OPL Sourcebook, Professional Media, LJ 9/15/01) has written a super time management guide for librarians, especially those with few support staff. Her focus is on learning how to use planning and prioritization to determine what to do and what not to do, and to provide numerous techniques to make the most efficient and effective use of a limited schedule. Her heavily cited chapters discuss understanding time, learning to use it more efficiently (the best of the bunch), dealing with job stress, strategic planning, and setting priorities. The appendixes are filled with excellent sample forms, worksheets, and time logs that can help implement Siess's sound advice. What sets this work apart from the vast extant genre is the author's skill in relating to harried librarians the principles of organizing and controlling one's time, while supplying all the tools necessary to accomplish this important goal successfully. Highly recommended for all librarians. Dale Farris, Groves, TX Copyright 2002 Reed Business Information, Inc. Siess has written a super time management guide for librarians, especially those with few support staff...Highly recommended for all librarians. (Library Journal) The book helps any librarian learn how to avoid procrastination, manage e-mail, become more efficient and effective, and deal with stress. (American Libraries) This concise, compact handbook is almost a mini-management seminar and should be required reading for every librarian who is a manager, as well as those that aspire to management positions. (Reference User Services Quarterly) A good addition to the professional shelf for use by the staff as well as the administration. (Catholic Library World) Many overwhelmed librarians will find illuminating passages throughout the book that will aid them in coping with the many pressures of the profession. (Arba) Siess pulls together a multitude of systems and ideas from a variety of sources and is able to show how it all relates to librarians...Of value to both neophyte and seasoned...If you are looking for ways to be a more effective, efficient, productive and valuable librarian, then this book is for you. (Www.Lisjobs.Com) Finding enough time to set a course and forward direction for the team can seem impossible. This book can help [Siess's] step-by-step model for conducting a strategic planning exercise is especially useful, in that she identifies three cornerstones for visioning, implementing, and analyzing the efforts, with carefully outlined stages to be considered from beginning to end. (Journal Of Access Services)...provides the reader with a smorgasbord of time management, strategic planning, and prioritization tips....There is truly a piece of advice for everyone in this work!...Short and compact, it's a solid reference book to have on hand to remember the basics for the times when life and work may seem overwhelming. (The Leading Edge) About the Author Judith A. Siess is a recognized expert in one-person librarianship and interpersonal networking. She is the author of two books, The SOLO Librarian's Sourcebook (1997), and The OPL Sourcebook (2001) and is working on a fourth book concerning advocacy and marketing for librarians.