

tools of the trade

Maxine Ferris, "TT" editor
Michigan State University

Getting Things Done

Getting Things Done: The ABC's of Time Management.
Edwin C. Bliss. New York: Charles Scribner's Sons, 1976.
124 pp. \$6.95.

This easy-reading, 124-page book outlines practical ways to become more time effective. Written as brief one- or two-page "talking papers," the author offers suggestions on such topics as: learning to say "no," using conference calls, decreasing procrastination, handling correspondence, filing, controlling interruptions.

The author draws heavily from other well-known time management sources. However, his perspective on information overload, paper flow, correspondence, office arrangement, tension, and categories of time are unique and on target for most Extension workers.

Subjects are listed alphabetically, but the reader is free to select sections at will depending upon your need or interest. A good addition for your time management reference shelf.