



# Productivity for Librarians: How to Get More Done in Less Time (Chandos Information Professional Series)

*Samantha Hines*

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# **Productivity for Librarians: How to Get More Done in Less Time (Chandos Information Professional Series)**

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## **Productivity for Librarians: How to Get More Done in Less Time (Chandos Information Professional Series)** Samantha Hines

Productivity for Librarians provides tips and tools for organizing, prioritizing and managing time along with reducing stress. The book presents a resources guide for continued learning about and exploration of productivity in relation to individual circumstances featuring motivation, procrastination and time management guidelines. Addressing the unique challenges faced by librarians, the author supplies a balanced view of a variety of tools and techniques for dealing with overwork and stress.

- There are many books on productivity, but none specifically targeted at library workers. We face unique challenges in our profession and this book will address these
- This book will not espouse a single approach to dealing with overwork and stress, but will instead present a balanced view of several tools and techniques that are of assistance
- This book provides a resource guide for continued learning about and exploration of productivity as applied to the reader's individual circumstances. The author has also created an online community for readers to share information and continue their work



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