WOMEN AND TIME MANAGEMENT: A READING LIST

The following self-help book list was compiled around the topic of time management for women working outside the home; therefore titles related to the dual role of women (career/home) were also included. Books on time management authored by women were included whether or not it was clear the contents related specifically to women. Only a portion of the titles and some reviews were available to the compiler, hence the occasional annotation.


BEST OF BOTH WORLDS, CAREER & MARRIAGE. Birla, Madan. Vantage, 1984. 147p. "Practical ideas on how to achieve affluence and success in the career world and security and happiness in the marriage/family world." (Publisher)


EXECUTIVE TIME MANAGEMENT: GETTING 12 HOURS' WORK OUT OF AN 8-HOUR DAY. Reynolds, Helen and Tramel, Mary E. Prentice-Hall, 1979. Uses time charting, goal-setting, planning, delegation, and other tools of time management. Content is not specifically women-oriented, but quite executive-focused.


GUIDE FOR PARENTS WITH CAREERS: IDEAS ON HOW TO COPE. Ashery, Rebecca Sager and Basen, Michele Margolin. Acropolis Books, 1986. 168p. pap.

Aimed at people in secretarial/clerical positions.


A nicely-organized, realistic guide that covers a lot of ground briefly (stress, emotional transitions, physical health, time management, day care, sex and love, and a large chapter on "keys to creative parenting") but surprisingly well and includes resource suggestions.


Advice on managing a lifestyle including both career and family. Reviewers in Ms. and Library Journal find the suggestions somewhat repetitive and geared toward a male model of success.


   A rapid-fire and overly-comprehensive but interesting compilation of hints on how to save the working mother time. Ranges from shopping, child care, and illnesses to school scheduling, transportation, and meal planning. Includes list of resources.

   Discussion and advice on how to manage both work and family responsibilities. Reviewers in Library Journal and Ms. note the key suggestion is a change of attitude.

   Review of new research in the psychology of women, looking at conflicts between feminist theory and the gains achieved by feminism in the areas of women's dual role. (Publisher)

   A plan that includes log-keeping, task analysis, goal-setting, and listmaking. The language is somewhat cutesy, but the techniques suggested are sound.


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