



Time and Project Management Strategies for Librarians

Jenny Dale, Ellie Dworak, Robin M. Fay, Libby Gorman, John C. Gottfried, Kelli Hines

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As budgets for libraries continue to shrink, the key challenge facing the 21st century librarian is finding how to do more with less. Learning how to increase productivity within the constraints of a difficult economy, librarians can benefit from the insights of fellow professionals and others who have succeeded in making the most of what they have.

Time and Project Management Strategies for Librarians features more than thirty essays that provide valuable tips for the professional who must cope with increasing demands upon their resources. Librarians will get tips on how to:

- identify the most important tasks for the library
- eliminate non-essential functions and processes
- increase reliance on volunteers, interns, and students
- optimize daily routines and schedule staff effectively
- increase productivity through the use of social media and email
- increase project and time management skills and personal productivity through setting and meeting goals

With productivity tips for all librarians—from the newly hired to the most seasoned veteran—this volume will help libraries provide better service to their users and also show librarians how to give this service without losing their personal lives and their sanity.

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