

Personal Productivity Resources

Books

- *Getting Things Done: The Art of Stress-Free Productivity*, David Allen
- *The Organized Executive*, Stephanie Winston
- *The Personal Efficiency Program*, Kerry Gleeson
- *Getting Organized*, Chris Crouch

- *Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized*, Sally McGhee
- *Total Workday Control Using Microsoft Outlook: The Eight Best Practices of Task and E-Mail Management*, Michael Linenberger

- *Bit Literacy: Productivity in the Age of Information and E-mail Overload*, Mark Hurst
- *The Hamster Revolution: How to Manage Your Email Before It Manages You*, Mike Song, et al.

Web sites & forums

- <http://matthewcornell.org/blog/>
- <http://en.wikipedia.org/wiki/GTD>
- <http://lifehack.org/>
- <http://43folders.com/>

About the speaker

Matt Cornell is a consultant specializing in productivity and work management. He has worked with executives at NASA, Dr. Hauschka Skin Care, and the National Science Foundation's prestigious CASA Engineering Research Center. He contributes expert opinions to media (including *Men's Health* magazine) and his work is regularly featured in "best of" productivity sites like 43 Folders and Lifehack.com. He has degrees in Electrical Engineering and Computer Science, and resides with his family in Western Massachusetts.

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