

## **Get Off Your Buts - Recommended Further Reading**

### **The 60-Second Procrastinator**

by Jeff Davidson  
(Avon, MA: Adams Media, 2004)

### **Action! Nothing Happens Until Something Moves**

by Robert Ringer  
(NY: M. Evans & Company, Inc., 2004)

### **Awaken the Giant Within**

by Tony Robbins (1991)

### **Eat That Frog!**

by Brian Tracy  
(San Francisco: Berrett-Koehler Publishers, Inc., 2001)

### **The Everything Time Management Book**

by Bob Adams (2001)

### **Get Everything Done (and Still Have Time To Play)**

by Mark Forster  
(Lincolnwood, IL: Contemporary Press, 2000)

### **Getting Things Done: An Achiever's Guide to Time Management**

by Paul Kraly and Paula Kalamaras (1998)

### **Getting Things Done: The Art of Stress-Free Productivity**

by David Allen (2002)

### **The Power of Focus**

by Jack Canfield, M. V. Hansen, and Les Hewitt  
(Deerfield Beach, FL: Health Communications Inc., 2000)

### **Procrastination**

by Jane B. Burka, Ph. D. & Lenora M. Yuen, Ph. D.  
(Reading, Massachusetts: Addison – Wesley, 1983)

### **Ready for Anything: 52 Productivity Principles for Work and Life**

by David Allen (2004)

### **Thinking for a Change**

by John Maxwell (2003)

### **Time Power**

by Brian Tracy (2004)

### **What to Say When You Talk to Yourself**

By Shad Helmstetter (1990)