

# BEING A TIME BOSS RESOURCE GUIDE

## APPS

- Calm—mindfulness/meditation
- Headspace—mindfulness/meditation
- Forest—ditching distractions
- Done—building habits
- Trello—Managing projects
- Todoist—to do list
- Google Keep—note taking app
- Microsoft To Do—to do list
- Google Tasks—to do list
- Remember the Milk—to do list

## PODCASTS/BLOGS

- Beyond The To-Do-List (Podcast)—Host Erik Fisher with guest interviews who discuss remote managing, inbox zero, hustle, etc.
- Getting Things Done (Podcast)—Based on the book “Getting Things Done” by David Allen
- The 5AM Miracle (Podcast)—Hosted by Jeff Sander’s and focuses on “dominating your day before breakfast”
- Organize Mindfully (Podcast)—Focused towards getting organized
- The One Thing (Podcast)—Based on the book of the same name and hosted by Geoff Woods
- The Mission Daily (Podcast)—Focused on helping you become healthier, wealthier and wiser
- The Productive Woman (Podcast)—Provides tools and encouragement to better manager life, time, stress and to accomplish things we care about
- A Life of Productivity (Blog)—Author Chris Bailey shares wisdom on productivity
- Dumb Little Man (Blog)—Jay White gives advice about productivity, exceeding goals and finding a simpler way for everything
- Productivityist (Blog)—Mike Vandy goes deeper into productivity and habits. Gives resources and downloads.

## BOOKS

- The Productivity Project by Chris Bailey
- Make Time by Jake Knapp and John Zerkatsky
- The Power of Habit by Charles Duhigg
- 168 Hours by Laura Vanderkam
- Getting Things Done by David Allen
- Tools of Titans by Tim Ferris
- Monday Morning Choices by David Cottrell
- Finish by Jon Acuff
- Take Back Your Time by Morgan Tyree
- Essentialism by Greg McKeown