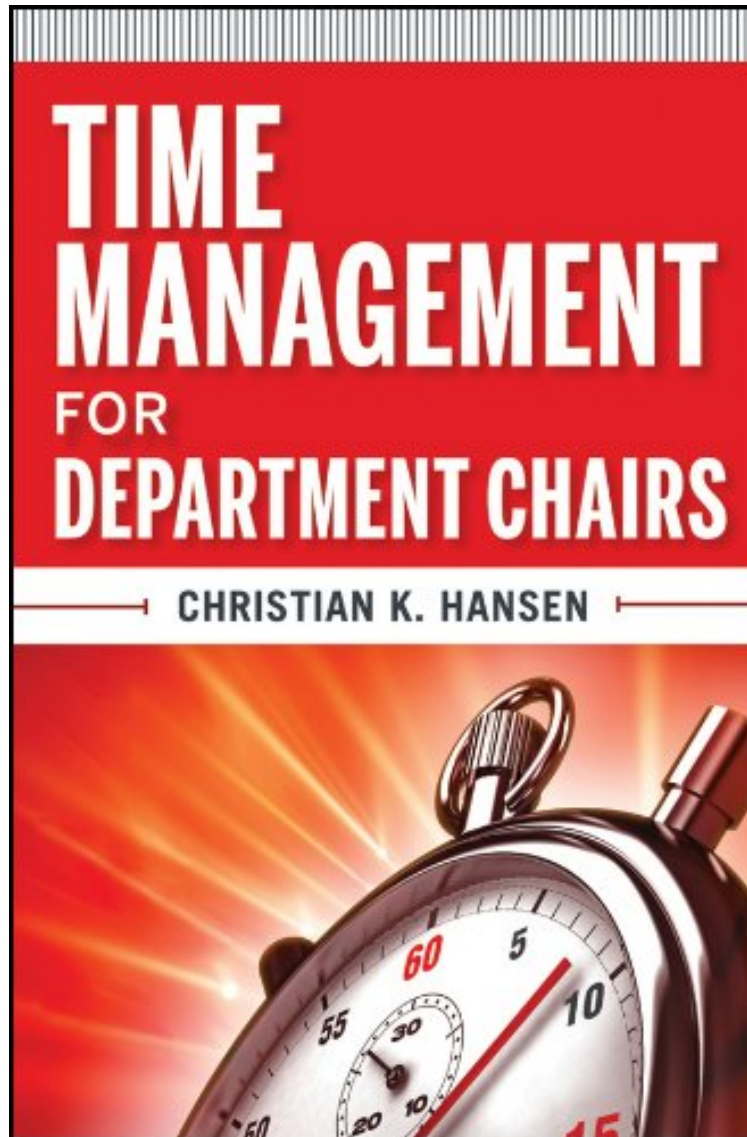


## Time Management for Department Chairs (Jossey-Bass Resources for Department Chairs)

*Christian K. Hansen*

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**Christian K. Hansen : Time Management for Department Chairs (Jossey-Bass Resources for Department Chairs)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Management for Department Chairs (Jossey-Bass Resources for Department Chairs):

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bought "Time Management for Department Chairs" for all ...By Shandelle M. HensonOur dean bought "Time Management for Department Chairs" for all of his chairs. I found this book extremely helpful and practical. As a result of reading it, I have made a number of changes in the way I do things, and these changes, most of which are quite small, have improved my chairing, reduced my stress, and freed up time. The clear sense of priorities in the book makes it humane and motivating. Well done!

"Department chairs who have asked themselves the question 'Who knows where the time goes' should ask Christian Hansen for the answer. His book, Time Management for Department Chairs, will help chairs maximize the investment of their most important resources—their time, focus, and energy."—Don Chu, author, The Department Chair Primer "Department chairs take note: Hansen's Time Management for Department Chairs can change your life in just three hours. Written by a seasoned academic chair, the author offers practical ideas and strategic advice about how to increase your day-to-day effectiveness (and sanity) by using proven approaches to managing expectations, organizing tasks, running meetings, monitoring communication, controlling calendars, avoiding interruptions, containing crises, and everything else in between. If you want to learn how to strike a better work-life balance, this book should be at the top of your reading list!"—Christine Licata, senior associate provost, Rochester Institute of Technology "It's about time—the resource department chairs have the least of and what faculty want the most! Christian Hansen's book is filled with insights, techniques, and artful strategies to help chairs maximize their time while working effectively with faculty and balancing their personal and professional lives. This book is a life saver!"—Walter Gmelch, dean, University of San Francisco

From the Back Cover"Department chairs who have asked themselves the question 'Who knows where the time goes' should ask Christian Hansen for the answer. His book, Time Management for Department Chairs, will help chairs maximize the investment of their most important resources—their time, focus, and energy."—Don Chu, author, The Department Chair Primer "Department chairs take note: Hansen's Time Management for Department Chairs can change your life in just three hours. Written by a seasoned academic chair, the author offers practical ideas and strategic advice about how to increase your day-to-day effectiveness (and sanity) by using proven approaches to managing expectations, organizing tasks, running meetings, monitoring communication, controlling calendars, avoiding interruptions, containing crises, and everything else in between. If you want to learn how to strike a better work-life balance, this book should be at the top of your reading list!"—Christine Licata, senior associate provost, Rochester Institute of Technology "It's about time—the resource department chairs have the least of and what faculty want the most! Christian Hansen's book is filled with insights, techniques, and artful strategies to help chairs maximize their time while working effectively with faculty and balancing their personal and professional lives. This book is a life saver!"—Walter Gmelch, dean, University of San FranciscoAbout the AuthorChristian Hansen, Ph.D., is associate dean of computing and engineering sciences and former department chair at Eastern Washington University. During the last eight years, he has focused much of his research on time management.