



The Compendium of Productivity Tips for Professors: A Step-by-Step Guide to a Successful Semester and a Compelling Career as an Academic (Top Ten Productivity Tips)

Meggin McIntosh, Beverly Delidow, Linda Nilson, Kerry Ann Rockquomore, Therese Huston, Michael C. Munger, Randy Dean, Lisa Montanaro, Paul A. Hummel, Ann Gomez

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If you want a seasoned faculty member to be right beside you – giving you tips, tools, and techniques for being peacefully and predictably productive – then this step-by-step guide is for you!

If you want to access ideas at your own pace – then this step-by-step guide is for you!

If you want a mindset and strategies to support you in your office, your classroom, your academic life, then this step-by-step guide is for you! In this special manual for professors, you'll receive:

- ** 170 tips for increasing your teaching effectiveness – in the classroom, when grading, and with your students;
- ** 110 tips to increase focus and productivity when working in your office;
- ** 70 tips that address email efficiency; (don't we all need those?!)
- ** 60 tips to enhance your overall productivity and effectiveness – in multiple areas of your personal and professional life;
- ** 50 tips that focus directly on your writing in addition to hundreds of other tips that will result in increased productivity in your publishing and scholarly work;
- ** Nearly 200 tips to support you in your various roles as an academic, including dealing with perfectionism, traveling to conferences, dealing with deadlines, building relationships, and so much more.

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