



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

Christian K. Hansen

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"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

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