8.10 Time Management References

- Balzer-Riley, J. (2016). *Communication in nursing: Communicating assertively and responsibly in nursing.* (4th ed.). St. Louis, MO: Mosby.
- Covey, S.R. (2004). The seven habits of highly effective people. Provo: Free Press.
- Haig, K., Sutton, S. & Whittington, J. (2006). SBAR: A shared mental model for improving communications between clinicians. *Journal on Quality and Patient Safety*, 32(3), 167-175.
- Hendrich, A., Chow, M., & Skierczynski, B. (2008). A 36-hospital time and motion study: how do medical-surgical nurses spend their time? http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3037121/
- Rubin, I.M., & Campbell, T.J. (2006). *Having it both ways: The abc's of win-win relationships*. Chichester, West Sussex, United Kingdom: Kingsham Press.
- Thomas, K.W. & Kilmann, R.H. (1974). Thomas-Kilmann conflict mode instrument. Tuxedo, New York: Xicom.

