

Finding Work/Life Balance in the Arts

Resource List

BOOKS

Kanter, Beth and Eliza Sherman, The Happy Healthy Nonprofit, Wiley, 2016.

Kleon, Austin, Keep Going: 10 Ways to Stay Creative in Good Times and Bad, Workman Publishing, 2019.

Knapp, Jake and John Zertasky, Make Time: How to Focus on What Matters Every Day, Currency, 2018.

WEBSITES, BLOGS, PODCASTS, AND MORE

Beth Kanter, author of the Happy Healthy Nonprofit www.bethkanter.org

Unmistakable Creative, for the working artist <https://unmistakablecreative.com/articles-new/>

Maura's Productivity Blog <https://maurathomas.com/blog/>

Nonprofit Leadership Podcast <https://nonprofitleadershippodcast.org>

Safe for Work Podcast <https://wonderly.com/shows/safe-for-work/>

SMART PHONE SCREEN TIME SETTINGS (to limit your screen time for apps and websites)

How to Use Screen Time Controls in iOS12

<https://www.wired.com/story/how-to-use-screen-time-ios-12/>

Here's how Google's Digital Wellbeing feature looks and works in Android 9.0 Pie

<https://www.digitaltrends.com/mobile/how-to-use-google-digital-wellbeing-android-9-pie/>

PRODUCTIVITY APPLICATIONS

Checklist+ Make a checklist for anything and everything!

30/30 Based on the pomodoro method; helps you avoid time-sucking, rabbit hole tasks by setting a timer to move on to something different, so you have time to get more done

Todo A good general to do list application, recently acquired by Microsoft

Todoist This application connects online for use across multiple devices

ClickUp Combines task lists and project management software with multiple types of views available to fit your working style

Vitamin R Sets a timer for activities and blocks other apps until you are done.

