

## Table of Contents

- Preface p. 7
- 1. Do You Have Time to Read This Book? p. 9
- 2. Designers' Time Management Problems: An Overview p. 16
- 3. Starting at Home: The Designer as a Source of Time Management Problems p. 27
- 4. Designers' Work and the Nature of Design Problems p. 61
- 5. How Designers Work: Approach and Process p. 70
- 6. The Workplace p. 111
- 7. The Social Work Environment p. 127
- 8. The Tools Designers Use p. 136
- 9. Your Personal Time Management Implementation Plan p. 150
- 10. Time's Up! p. 169
- Index p. 173