**WEB REFERENCES**

Many organizations offer resources on Business Process Improvement, Continuous Improvement and Lean. Below you will find several sites with articles or resource sections worth exploring.

We wish you an enjoyable and fruitful exploration of the following websites as you pursue your process improvement journey.

50Minutes.com. (2017). *Beat Procrastination For Good: Change Your Habits And Start Getting Things Done*. 50Minutes.com

BF -Bring forward system for email. Nudgemail: forward an email and it sends it back when you have specified

<http://www.nudgemail.com/>

Calendar – free, printable, word compatible dates filled in automatically <http://www.printablecalendar.ca/>

Focus – let the timer on your phone help keep you on track or use Focus booster (you can focus)

<http://www.focusboosterapp.com/>

Goal setting worksheet – free, printable <http://www.lululemon.com/education/goalsetting>

Goal tracker – tracks your progress<http://www.joesgoals.com/>

Kanban Boards

Kanban **Flow** – personal Kanban with a full week schedule https://kanbanflow.com

Free collaboration software Trello.com

Lists - easy to use organizer, to-do list, productivity apps<http://www.6wunderkinder.com/wunderlist>

Work Clean by Dan Charnas https://[www.nateliason.com/lessons/work-clean-dan-charnas/](http://www.nateliason.com/lessons/work-clean-dan-charnas/)

Pomodoro Technique

https://[www.youtube.com/watch?v=PRtYNGB9nsM](http://www.youtube.com/watch?v=PRtYNGB9nsM)

Pomodoro Timer

https://tomato-timer.com/

Scheduling – planning priorities into the week using Kanban Flow (video Sonmez Simple programmer.com)

https://[www.youtube.com/watch?v=W9k0OhJkjQ0](http://www.youtube.com/watch?v=W9k0OhJkjQ0)

Please email us your recommendations to:

info@durivageonline.com