

Simone Janson (ed.)

# WORK MORE EFFICIENTLY & WIN

Reduce eMails & Digital Information
Overkill, Self-Organisation
Time & Workload Management
against Stress & Traps, Learn to
set Priorities & Make Decisions

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# **Table of Contents**

<u>imprint</u>
<u>Introduction: How this book supports you</u>
Add-on, press reviews and customer feedback
Content of the book
Structure of the book
Information as desired and additional material to the book!
Personal eBooks and eCourses
<u>Time management made easy: 7 rules for successful delegation // By Uta</u>
<u>Rohrschneider</u>
Efficient and productive working in the open-plan office: 10 tips // By Stephan Derr
<u>Time Management and Efficiency Working in 5 Steps: End the eMailTSUNAMI // By</u>
<u>Prof. Dr. Martin-Niels Däfler</u>
Strategic time management: 5 simple steps to success // By Olaf Kempin
NewWork or Digital Slaves? 8 Tips - Work the way you really, really want // By Simone
<u>Janson</u>
<u>Time Management in Social Networks - 10 Tips: Time Trap Use Internet efficiently //</u>
By Simone Janson
Time Management and Prioritization: What do I do next? // By Dr. Jens Tomas
<u>Time Management Checklist for Everyday Work: 9 Steps to Success // By Sylvana</u>
<u>Pollehn</u>
Positive Stress: 7 Tips for Concentrated Work // By Prof. Dr. Martin Christian
<u>Morgenstern</u>
Excessive performance: 7 tips against false ambition // By Simone Janson
<u>Faster, more efficient data collection: Self-optimization against digital overload // By</u>
Simone Janson
More productive work through laughter: promoting communication and efficiency // By
Simone Janson
<u>Time Management 8 Tips: Using Offline Being Effectively and Productively // By</u>
Simone Janson
<u>Closing Remarks</u>
<u>Authors Overview</u>
<u>Professor Dr. Martin-Niels Däfler</u>
<u>Stephan Derr</u>
Simone Janson
Olaf Kempin
Dr. Martin Christian Morgenstern
Sylvana Pollehn
<u>Uta Rohrschneider</u>

<u>Dr. Jens Tomas</u> <u>About the publisher Best of HR - Berufebilder.de®</u> <u>Notes on translation</u>

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