

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



# **Work more Efficiently & Win**

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*Simone Janson (ed.)*

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# Table of Contents

## Imprint

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback  
Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks,  
and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

Time management made easy: 7 rules for successful delegation // By Uta Rohrschneider

Efficient and productive working in the open-plan office: 10 tips // By Stephan Derr

Time Management and Efficiency Working in 5 Steps: End the eMailTSUNAMI // By Prof. Dr. Martin-Niels Däfler

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 Janson

Time Management in Social Networks - 10 Tips: Time Trap Use Internet efficiently // By Simone Janson

Time Management and Prioritization: What do I do next? // By Dr. Jens Tomas

Time Management Checklist for Everyday Work: 9 Steps to Success // By Sylvana Pollehn

Positive Stress: 7 Tips for Concentrated Work // By Prof. Dr. Martin Christian Morgenstern

Excessive performance: 7 tips against false ambition // By Simone Janson

Faster, more efficient data collection: Self-optimization against digital overload // By Simone Janson

More productive work through laughter: promoting communication and efficiency // By Simone Janson

Time Management 8 Tips: Using Offline Being Effectively and Productively // By Simone Janson

Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.

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[Profound Expert Knowledge, Quality Assurance and AI: The Concept of Publisher of the Year Best of HR - Berufebilder.de®](#)

[Appendix: Tips and Prompts for using the AI Extensions](#)

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# **Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book**

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

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# Time management made easy: 7 rules for successful delegation

*// By Uta Rohrschneider*

Delegating means less work. In retrospect, however, many would wish that they had laid their own hands. Those who do not want to stifle work must, however, delegate tasks. With these seven rules, it works smoothly.

## Good reasons for the delegation

Ideally, the transfer of tasks is a relief for the executive and a competence expansion and new motivation for the employees. Further advantages for both parties are for the management:

- Relief in routine and employee tasks
- Completion of the task by an expert
- Creation of free spaces
- Employee Satisfaction

for employees:

- development opportunities
- Introduction of one's own competence
- Increase of freerooms
- Life at work

## 6 Success Factors for Delegation

Therefore, managers need to ask themselves which factors are decisive for a successful delegation. In order for you and your team to benefit from this, it is imperative to make the employees actors and to transfer responsibility to them:

1. **Authority:** Provide action and decision-making opportunities and authorize your employees to satisfy internal and external customers.
2. **Competence / Confidence:** Help your team with the necessary skills and competencies and trust that they will perform tasks independently and on their own responsibility.
3. **Trust:** Create trust between the company and its employees. Higher virtues such as commitment and responsibility as well as self-initiative for the company can not be enforced.
4. **Opportunities:** Give your team the opportunity to act independently and autonomously in the interests of the company.
5. **Responsibility:** Give your employees the responsibility to live up to their upgraded function.

6. **Support:** Support your employees, for example, in the role of a coach, but leave the responsibility to their people.

If leaders take these principles to heart, the most important prerequisites for successful delegation are created. When you assign specific tasks, you can also follow the seven rules:

### **Rule 1: Estimate the tasks.**

First of all, their analysis:

- What tasks must be performed at all?
- Which tasks are to be completed?
- What is the final result?
- Can deviations be tolerated?
- What are the difficulties?

### **Rule 2: Select the right people.**

Which employee or team member can do the job best:

- Who is suitable for execution?
- Who already has appropriate competencies
- For whom is the task motivating?
- Who can be helped with the task?
- Who has what temporal resources?

The distribution should be based on workload and qualification. Give your employees tasks in which they can compete and show their abilities. Make sure you do not "pour in" your tasks with people who are highly motivated and eager to take on challenges. Nor should routine activities, which are more or less unpopular, always end up with the same person.

### **Rule 3: Write a clear work order.**

Prerequisite for successful delegation is a precise work assignment. Necessary information and expectations should be clearly communicated and best recorded in writing. The following questions are to be clarified:

- What? Definition of objectives, results and expectations
- Why? Highlighting the need and importance of the task
- As? Exact description of the expectations, clarification of rules and conditions
- When? Preparation of a plan, agreement of deadlines
- By which? Provision of work equipment and powers

### **Rule 4: Consider competencies and powers.**