

SET PRIORITIES & PLAN SUCCESS

**Become more Productive, make the right
Decisions, stop to Postpone Delay Defer
or Avoid things, improve Efficiency &
Time Management for Chaotic People**

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

Serenity as a motto of life: the power of concentration // By Prof. Dr. Martin Christian Morgenstern

12 time management tricks: Organize and delegate properly // By Simone Janson

Rational decision and good intentions: Counselors are useless! // By Winfried Nine

Goal Agreement on Employee Motivation: 2 Steps for Priority and Clear

Communication! // By Dr. Hagen Rudolph

Defining goals for greater efficiency: what is important to you? // By Simone Janson

Procrastinating Postponement Time Management [3 Reasons] // By Prof. Dr. Martin-Niels Däfler

Set priorities and make decisions for better time management // By Simone Janson

Time management and priorities set correctly: goals always in focus // By Dr. Jens Tomas

Time Management Work Organization Prioritization: 12 tips for the right priorities // By Simone Janson

Time management for perfectionists: fear of priorities // By Simone Janson

Success in the job: is a career planable? // By Marco Ebeling

Multitasking time management on a personal level: bad for employees and companies // By Claudia Simon

Efficiency Time management Stress reduction: Get out of the hamster wheel of your own ego // By Simone Janson

Time Management through Exact Communication - 8 Tips: Why we often do not say what we mean // 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.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

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Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because good time management suffers in everyday life in many people because they set priorities wrong and go through unstructured decision-making. Often uncomfortable tasks are postponed rather than done at once. And often we do not dare to prioritize things that are important to us, and to communicate that accordingly. In everyday life and in the professional world, good, correct decisions are extremely important for success. This book shows how to tackle the problem, helping to make your everyday work better, more productive and more structured.

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This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

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Serenity as a motto of life: the power of concentration

// By Prof. Dr. Martin Christian Morgenstern

Many people associate with concentration a state that they must abdicate. Quickly recall memories of the school days, where we have tried with a lot of strength to concentrate on boring things. But it's easier.

How concentration adjusts automatically

To concentrate with all its strength, of course, is not in the sense of the inventor. Rather, concentration is a state that is almost automatic when the right conditions are met.

As a coach, I am, of course, also a great friend of experience. In order for you to know how concentration naturally adjusts, I have prepared a very brief exercise.

Place a sheet of paper in a row at a distance of one meter each. In the first round you circle the objects as slowly as you can in the slalom course. After that, you will quickly loop around the slalom, but please backwards!

You probably noticed the following:

1. You will have been bored when you are slowly walking forward. The reason for this is that your I-1 was not required. I-2 could do this slow and manageable process in complete routine.
2. When walking backwards at an advanced pace, your I-2 needed the help of the Consciousness. Almost automatically, you entered the process with your conscious I-1 level. They were concentrated, so to speak. Ich-2 and Ich-1 worked together. And the interesting thing is that you did not even have to force yourself to do that. It was created automatically. Accordingly, concentration is a condition that arises whenever we can no longer do things in complete routine. Accordingly, routine is the enemy of concentration. Conversely, challenge is the natural friend of concentration.
3. But when the challenge turns into a threat, the state of positive concentration is history. To do this, just imagine going backwards, your items would be sleeping shepherd dogs. You know, if you step on it, then there's huge trouble. This set is beyond your control. From that moment on, the concentration would be over and a strong stress reaction would start, as its accompanying effect is a deactivation of our I-1 level. We would either panic or freeze in fear.

The bridge to serenity

Now let's hit the bridge to serenity. Serenity is a kind of concentration at the bottom of the challenge. It is, so to speak, the intermediate state between boredom and advanced challenge.

The more skilled you become in using your I-2 in the future, the easier it will be for you to expand your Serenity Area. You will succeed more and more, even in boring situations not hang in clouds of thought or to recognize it and quickly return to the moment of your being.

They will also become increasingly recognizable when the pleasant state of concentration threatens to tilt towards the hustle and bustle. They become more and more a concentrated and thus present people!

Serenity - the transformation of a concept

Serenity denotes an inner attitude. It is the ability to maintain the most unbiased and relaxed attitude, both physically and mentally, in different situations in life. The antagonists of serenity are called excitement, restlessness and stress.

"Et kütt wie et kütt" - this is fittingly a Rhenish life motto - translated means it means: It comes as it comes. The word serenity itself comes from Middle High German. It was introduced more than a thousand years ago by the mystic Meister Eckhart as "Gelazeneheit" in the German linguistic usage.

How relaxed someone is, shows up only with stress

Once Master Eckhart used the term to mean a submission to God or fate, today we mean a generally balanced mind. Of course, it is particularly important for us to maintain serenity in the stressful and challenging situations of everyday life.

How relaxed we are, shows in the tests of everyday life. The philosopher Seneca says very nicely: "You first get to know the good helmsman in the storm."

Stay cool, does not always work

Of course, that's not always easy for us. You and me, we all know various situations that are usually not even very long time over, in which we have behaved considerably more un-authorized than we would have wished us of us.

Likewise, everyone can probably remember different situations in which you said to yourself, "Keep calm," but it did not work out for some reason.

The secret of serenity

Whether or not we behave calmly, unfortunately, is not subject to our conscious will. Serenity is not a thing that is controllable through the I-1 level.