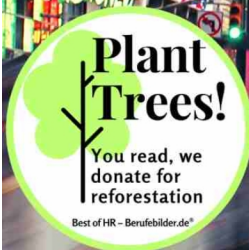


RUSH HOUR

DON'T STRESS.
JUST
DO ONE THING
AT A TIME



SIMONE JANSON (ED.)

Set priorities vs. multitasking, make the right decisions, organize your time management, manage everything in a relaxed way.

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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

Moderate discipline: One-day-a-week-a-month-rule // By Prof. Dr. Martin-Niels Däfler

Achieving goals vs. Mindfulness & Self-Love: 7 intentions that you should forget // By Simone Janson

Career trap perfectionism: boomerang effect due to excessive demands // By Simone Janson

Multitasking harms us: 5 tips what we can do about it // By Guido da Silva

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

Working at the performance limit or more visibility in the company? // By Simone Janson

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

Time management multitasking self management: commit yourself - 5 steps // By Prof. Dr. Kira Klenke

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

2 tips with test and exercise for burnout prevention: ways out of the stress trap // By Karin Fontaine

Simple and easy living without perfectionism - 6 tips: Stop being in your own way! // By Simone Janson

Concentration in the workplace: Flow instead of multitasking - 5 tips // By Stephan Derr

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,

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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

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So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

Moderate discipline: One-day-a-week-a-month-rule

// By Prof. Dr. Martin-Niels Däfler

In our world self-optimizing and discipline is the key to success. But does the everlasting renunciation mean? The one-day-a-week-a-month rule helps.

How much discipline must be?

Recently, we were sitting comfortably together with two friends from the neighborhood with a bottle of wine. After no one had to drive, it was not with a Bouteille, but their others were uncorked.

At some point, the tongues were a bit heavier, we came to talk about the topic of alcohol consumption in everyday life. Everyone at the table revealed his drinking habits. No, we are not a round of alcoholics, but we all love a good drop, and not only on high feast days.

How do you not fall for addiction?

Wine and beer now have the unpleasant habit of leading to dependency on a regular basis. Of course, we are aware of this, and so we discussed the best remedies to avoid falling into addiction.

I especially liked the advice Dirk had received from his doctor. He said it would be okay to have moderately Sauvignon blanc or Rioja, but you should have alcohol-free times, one day a week, one week a month and one month a year.

Rules - but please not absolutist

Without judging the medical efficacy of this recommendation, I like the rule, because it does not come absolutistically. It allows more than it forbids, nevertheless compels to the discipline and reminds at the latest after six days, again times into restraint to practice.

I think the one-day-one-week-a-month rule is also perfect for other indulgences and addictives as well as unsightly peculiarities, such as snacking on television or fingernail chewing.

How the rule contributes to a relaxed life

How can this rule contribute to a more relaxed life? By consciously taking such “breaks”, we sharpen our self-awareness and practice discipline - both important prerequisites for finding inner balance.

And this is exactly the rule you can apply to your filing system. "Uff, where's the only ..." - do you know that? If you are also one of those who are always looking for things in different filing systems, organize your filing like the Kessler twins.

Known for absolute synchrony

For all those of my readers who do not know the percussions and dial telephones, just to explain: The 1936 born twin sisters Alice and Ellen Kessler were very well-known Revuetänzerinnen between the 1950ern and 70ern who celebrated great success not only in Germany but even in America ,

Their trademark was a brilliant-synchronized dance style and their striking resemblance. It was difficult for foreigners to distinguish them-they looked like one egg to another. And the same should be true of the structure of your storage system.

3 various storage systems

Most office workers must work with at least three different storage systems:

1. the classic paper tray, so hanging folders, folders, standing collectors ...
2. the folder structure in their eMailProgram (like Outlook or Lotus Notes) as well
3. the directories on your PC.

Who is looking for, who finds ... or?

There is now, for example, a contract draft, which was created with a word processing program and slumbered on the hard drive.

The associated internal and external eMailCorrespondence stored in Outlook and the signed paper contract in a folder. If questions arise about this contract, you have to tap into all three sources to get the information you need.

How to organize better

It is easy for those who use a uniform filing system. On the other hand, those who have stored the physical contract in the "Customers G - L" folder have to search for a long time eMails saved in the "Contracts" directory and filed the digital designs under "Miscellaneous".

Therefore, my recommendation: Use an identical structure or structure for all storage systems.