



Simone Janson (ed.)

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# plan & in cre ase prod ucti vity

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Work efficiently despite digital information overload, master permanent stress, manage time traps priorities & schedules, make the right decisions

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# **Plan & Increase Productivity**

Work efficiently despite digital information overload, master permanent stress, manage time traps priorities & schedules, make the right decisions

*Simone Janson (ed.)*

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## Authors Overview

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# Imprint

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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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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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You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

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learning experiences from our academy with individual exercises. And the interactive [travel planner](#) helps you plan individual moments of success.

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# **TALK | Graduate computer scientist and IT consultant Lukas Pustina: “Companies could do a lot better with work organization and IT!”**

*// By Simone Janson*

Technical innovations and social upheavals also pose new challenges for companies. Lukas Pustina, an IT expert and IT consultant, will provide tips for an efficient work organization, an optimal IT solution for companies and the security of online backups.

*Lukas Pustina is a graduate computer scientist and is currently working on embedded systems. He has been an IT consultant for ten years and has thus gained deep insight into the way different companies work. He writes regularly on his insights and conclusions for a contemporary work environment in his blog.*

## **Mr Pustina, what makes companies wrong when it comes to efficient work organization?**

I think the adjective "wrong" is too strict. But there are some things that companies are not yet doing properly. Technology has developed rapidly, but how have they only used it for old ways of working. For example, for many it is eMail still only a substitute for the letter. This can also be seen in the current introduction of ePost. However, Internet technologies offer far more than letter substitutes. Fast teamwork across continents can do much more.

But not only the technology has changed rapidly, but the job requirements have also grown. Even today, many workflows are very complex and can only be solved by experts. I am not talking about technical professions. It can be said, perhaps, that the routine factory work is replaced by the case- or project-oriented knowledge work. In particular, it is also important that we can hardly solve problems alone, independently of others. We need to work with experts in teams.

## **So the technical changes affect the entire work organization?**

Yes, but this change entails a necessary loss of control on the part of the companies. In contrast to manual work, the knowledge work requires a lot of creativity and a free spirit. However, you can not dispose of them at any time, but you are dependent on human factors: times you have good, sometimes bad days; times it is good in the morning, sometimes in the evening.

This fits only badly into the usual 9-to-5 working world. Anyone wishing to obtain the maximum benefit from their employees must also grant them the necessary freedom. This is certainly a big hurdle for companies that is growing with the company size. We have to get used to working out results-oriented. When and

where an employee does his / her work must be left to him as long as he does his / her tasks. It is therefore necessary to have greater confidence in one's own employees.

### **Teamwork across continents sounds good: which tools do you recommend exactly?**

A very important point is the data synchronization. As soon as you work in more than one place, you have to compile your work results. In concrete terms, I can recommend Dropbox, JungleDisk and Crashplan for data synchronization and data backup. It's the size of small, mature solutions that do exactly one thing - but that's especially good! I use Dropbox for my personal work. It is extremely easy to use and works completely transparently in the background; I do not realize it and yet my data is always up to date on all computers. I recommend JungleDisk for company-wide use. It allows a central administration of data synchronization and all data is transmitted exclusively encrypted. So the company remains master of its data.

### **Businesses should entrust their sensitive data to the Internet? Is not that a bit daring?**

First of all, data synchronization must be as simple as possible; best or interaction. As soon as you have to adjust, configure or run regularly, errors are sneaking in. It is simply human that we make mistakes in routine tasks.

Today's hard drives have capacities of up to 2 terabytes. If you connect several hard drives together, it is easy for small businesses to easily store 10 TB and more data. What is overlooked in this consideration is the data backup. These data sets can hardly be secured economically and reliably. It is not enough to periodically transfer data to other data carriers, but you must also store revisions (ie changes to files).

### **And where is the advantage with online backups?**

I'll explain that with an example: I only make my tax return once a year. That's why I only access certain data once a year. However, if I am unlucky, a virus has corrupted these files and I notice it only a year later. So my backup needs to be able to recover that one year old file. For 2 TB over a year, this is a real challenge.

Online backups have the advantage here that they rid me of this difficult task and they are done by experts. Of course this is associated with a certain loss of control, but honestly: who really has control over his data. As soon as more complex IT systems are used, ie special system administrators or even system houses take over the maintenance, one has only still felt control. EDP is and remains a matter of trust.

### **I am not quite convinced yet: Is an online backup really a safe alternative?**