

Simone Janson (ed.)

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& work efficiently with
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FIND YOUR FLOW

learn mindfulness
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anti-stress methods,
achieve goals
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Published by Best of HR - Berufebilder.de®

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Imprint

The German National Library lists this publication in the Deutsche Nationalbibliografie; Detailed bibliographic data are available on the Internet at <https://dnb.dnb.de>.

ISBN of the German eBook edition: 9783965962644

ISBN of the English eBook edition: 9783965962651

German website of the publisher: <https://berufebilder.de>

English website of the publisher: <https://best-of-hr.com>

Find your Flow

4th completely revised and extended edition, 10.01.2024

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Published by Simone Janson

Duesseldorf, Germany

Concept, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

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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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specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

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 those who enjoy, motivate and work in flow achieve more. Happiness researcher Mihály Csíkszentmihályi is considered to be the discoverer of flow theory, which he gained from studying a wide range of professions. Burning for your own goals is essential - something that is quickly lost in hectic and demanding everyday life. Intrinsic motivation helps to put one's own focus on the really important and essential. Because focus and passion are the magic words when it comes to working efficiently and productively and putting plans into practice, even if unforeseen events stand in the way of the project. Here, good time management, mindfulness and resilience help to overcome difficulties without fear and to achieve a personal flow state. This book shows how to do it.

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Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at <https://best-of-hr.com/academy/>. You can find out how to access it in the book's conclusion.

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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.

Personal development in balance: handle pressure and stress properly

// By Dr. Cornelia Topf

Finding the right balance is like breathing: Have you ever tried to inhale again and again without exhaling? That does not last long, then you have the feeling of bursting.

Letting go is fear

The release of things, as well as that of foreign expectations, is strongly associated with fears. What happens if I no longer meet the requirements that are placed on me? Am I losing my job, my security?

Releasing, clearing out, reducing does not mean here:

- We've always done this way, it's going to stay that way.
- My knowledge has always been, why should I change something.
- That brings nothing.

Further training: Class instead of mass

I keep meeting people who have accumulated such an incredible number of basic and advanced training courses that I turn pale. "I don't have a car, I don't buy clothes or jewelry, I invest everything in my further training," a listener recently told me on the edge of my lecture. And yet he was unemployed and couldn't find a job.

The amount of further training alone does not seem to be enough. Possibly an investment in appearance and impact, in social competence or psychological know-how would have been more appropriate instead of the accumulation of more and more expert knowledge.

Change yes - but please the right!

More and more knowledge in less and less time - From the G9 to the G8 and back again. Clearly you have to try a lot - and if you fail, turn the wheel back or change the direction again.

How much Ritalin still has to be told how many teachers still suffer a burn out or something like this until you realize that although change is necessary, the wrong way has been taken.

The right balance is important

Inhaling and exhaling must alternate in the long term in a balanced rhythm, even if this rhythm can be temporarily overridden. Final sprint. When running as well as before an exam. After that it takes times again when it runs “normally”.

What have you missed so far? What have you always wanted to make up for? Then nothing like ran, then it is synonymous again good. Do not go for the next qualification. The demands on your profession have changed dramatically?

People also need a composting phase

Catch up, make an update - and then it's break again. Just as a garden needs rest and regeneration in winter, people also need a “compost phase”. Digest, convert, so that everything can be fruitful.

Does that sound too much like agriculture to you? Then call it the “composing phase”: calmly incorporate individual tones and mosaic stones into the overall orchestration, listen to them and find out whether they are in order and where they need to be adjusted.

The luxury of inaccessibility

No motor runs continuously without increased wear, even the parliament pays for a summer break. Whereas it was formerly a luxury and success criterion to be attainable, today the opposite is true: one must be able to afford (and want!) Not to be attainable. An interesting training field. How long do you think of doing nothing, thinking nothing, keeping silent, without watch, no mails? Check yourself:

- What are your expectations and expectations?
- How do you deal with such expectations?
- What is actually the price for it if you withdraw from them?
- What do you expect from yourself?

Over-fulfilled demands from the outside

The external demands put us under pressure especially when we ourselves expect to fulfill them or even to over-fulfill them. So ask yourself:

- Can I lower my own expectations and goals, focus on myself?
- Do I have to be constantly accessible by mobile phone, for example?

True compulsive situations are rare

Ursula von der Leyen, the Minister of Labor, also wants to limit her constant accessibility. Enjoy your time out.