



GABALs großer Methodenkoffer: Grundlagen der Arbeitsorganisation (Whitebooks) (German Edition)

Walter Simon

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GABALs großer Methodenkoffer widmet sich dem Thema Techniken des Selbstmanagement und der Arbeitsorganisation. Dabei geht es darum, sich selbst so zu organisieren, die Arbeit sachlich und zeitlich so zu planen, dass Zeitnot, Stress, Planungsfehler und Ineffizienz am Arbeitsplatz vermieden werden.

Themen des Buches:

Umgang mit Information
Kreative Problemlösung
Entscheidungsfähigkeit
Vernetztes Denken
Selbstorganisation und Selbstkontrolle
Gedächtnis- und Lerntechniken
Persönliche Arbeitstechniken und Zeitmanagement
Zielplanung

Alle Techniken werden knapp und prägnant vorgestellt, so dass der Leser einen schnellen und fundierten Überblick über das jeweilige Thema erhält, ohne dicke Bücher lesen zu müssen.

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