

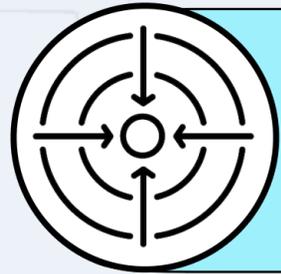
TIMEBOXING

Arbeitszeit effizienter strukturieren

The image illustrates a timeboxing system. On the left, a light blue rounded rectangle labeled 'To Do' contains four task boxes: a pink one, a larger pink one, a smaller orange one, and a large blue one. To the right is a calendar grid with columns for Monday (MO), Tuesday (DI), Wednesday (MI), Thursday (DO), and Friday (FR). A cartoon character with brown hair, wearing a white shirt and black pants, stands on a wooden ladder, holding a large red pencil and pointing at a task box in the Tuesday column. The calendar grid contains various colored task boxes: orange, pink, blue, and orange, distributed across the days of the week.

To Do	MO	DI	MI	DO	FR
[Pink box]	[Orange box]	[Orange box]	[Orange box]	[Orange box]	[Orange box]
[Pink box]	[Pink box]	[Pink box]	[Pink box]		[Pink box]
[Orange box]	[Blue box]	[Blue box]		[Blue box]	
[Blue box]	[Orange box]	[Orange box]	[Orange box]	[Orange box]	[Orange box]
			[Pink box]		[Pink box]

So einfach funktioniert Timeboxing



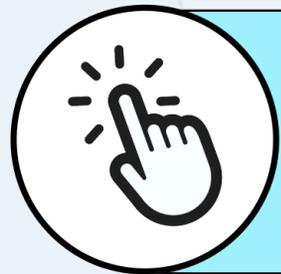
Aufgaben und Zeitbedarf definieren



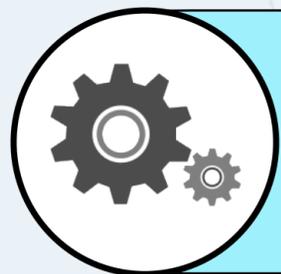
Zeitfenster (Timeboxes) priorisieren



Timer stellen



Aufgaben erledigen – ohne Ablenkung



Zeitplanung und Timeboxes verbessern

