

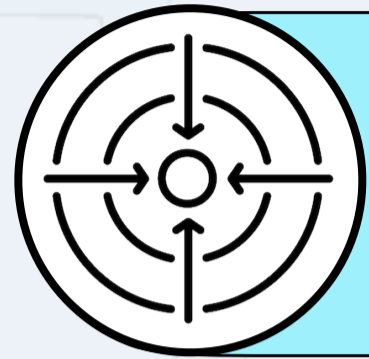
TIMEBOXING

Arbeitszeit effizienter strukturieren

The illustration shows a timeboxing system. On the left, a vertical 'To Do' list contains four items represented by colored boxes: a large pink box, a large light pink box, a medium orange box, and a large blue box. On the right, a weekly calendar grid is shown with columns for Monday (MO), Tuesday (DI), Wednesday (MI), Thursday (DO), and Friday (FR). A cartoon character is standing on a ladder, writing in the calendar. The calendar cells contain colored boxes corresponding to the 'To Do' list items: orange boxes for the first and fourth items, pink boxes for the second and fifth items, and blue boxes for the third and sixth items.

To Do	MO	DI	MI	DO	FR
[Pink Box]	[Orange Box]	[Orange Box]	[Orange Box]	[Orange Box]	[Orange Box]
[Light 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



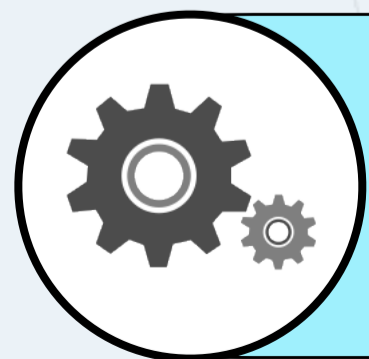
Zeitfenster (Timeboxes) priorisieren



Timer stellen



Aufgaben erledigen – ohne Ablenkung



Zeitplanung und Timeboxes verbessern

