

Projektmanagement  
Planung und  
Implementierung von  
Projekten

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Was sind Projekte?

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Besondere Aufgaben  
Definiertes Ergebnis  
Ressourcen  
Zeitliche Beschränkung  
Projektteam

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Projektgröße

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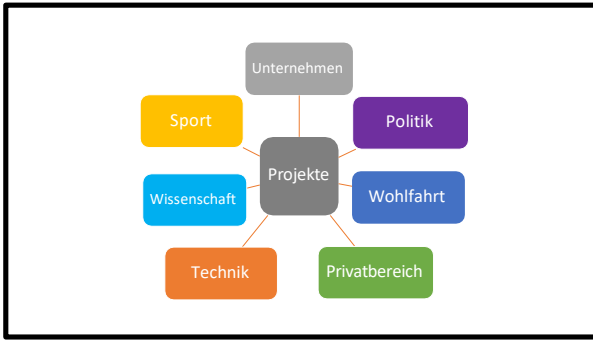
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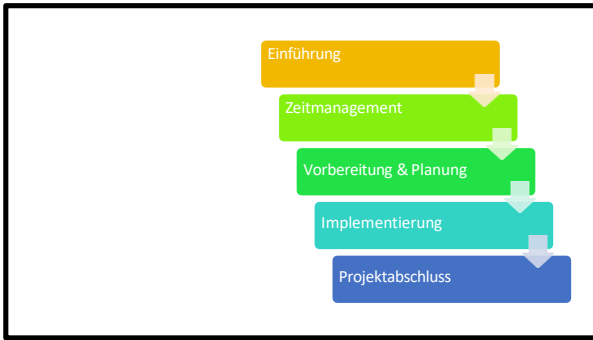
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[ebster@marketmentor.at](mailto:ebster@marketmentor.at)  
[www.linkedin.com/in/ebster](https://www.linkedin.com/in/ebster)

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**86.400**

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Stress reduzieren

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Produktivität erhöhen

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Work-Life-Balance

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Ziele helfen,  
Prioritäten zu  
setzen

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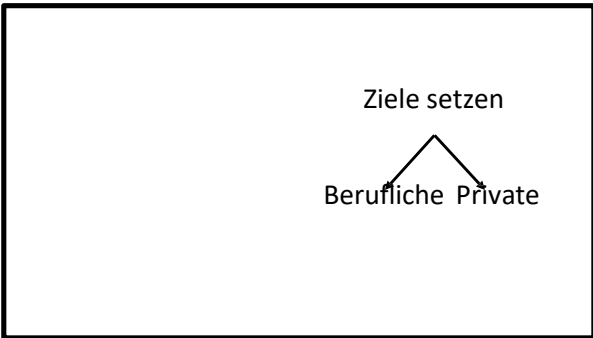
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Mit den Top-Zielen  
beginnen

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Ziele benötigen  
Fristen

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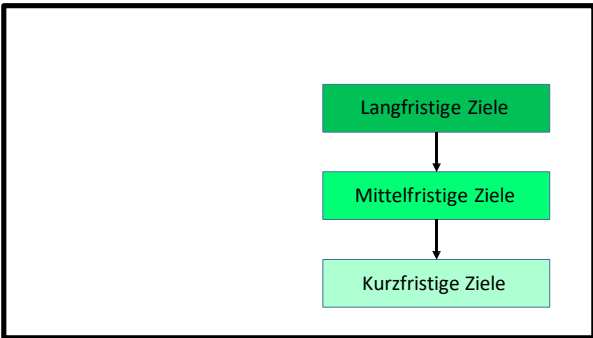
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Zielkonflikte  
vermeiden

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Erste  
Maßnahmen  
setzen

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Kontrolle und  
Korrektur

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Ziele immer  
schriftlich  
festlegen

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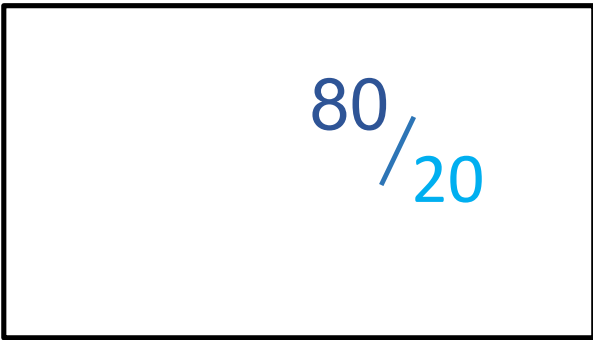
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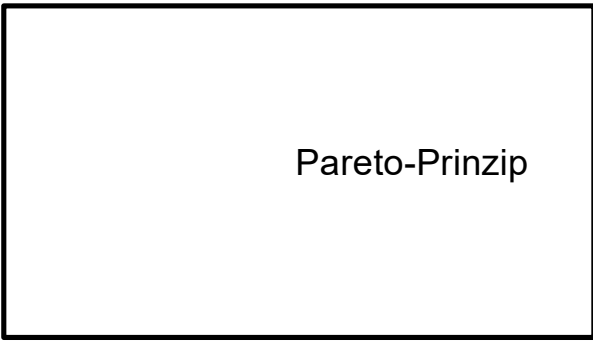
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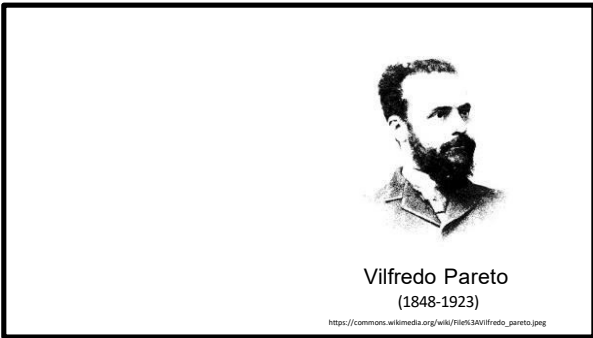
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**Pareto-Prinzip**  
20% des Gesamtaufwands  
80% der Wertschöpfung

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Was ist wichtig...

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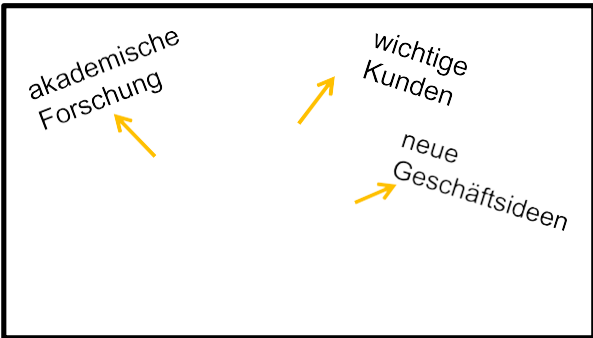
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Beginnen Sie mit den  
Top-Aufgaben

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Eliminieren  
Delegieren  
Akzeptieren

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Eliminieren

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Delegieren

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Akzeptieren

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Outsourcing

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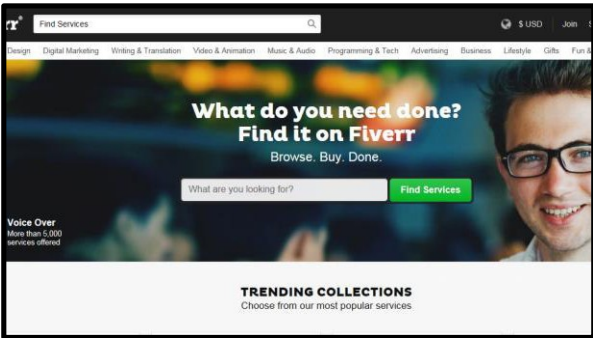
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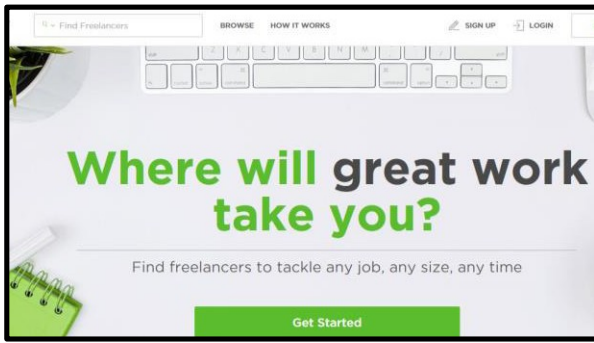
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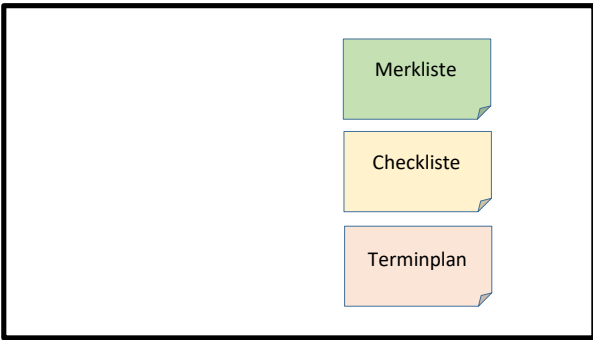
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Merkliste:  
Aufgaben + Ideen

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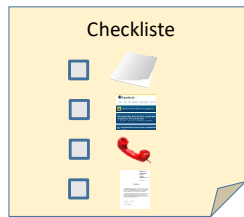
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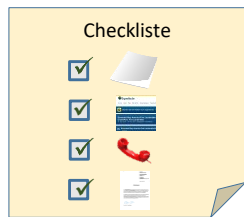
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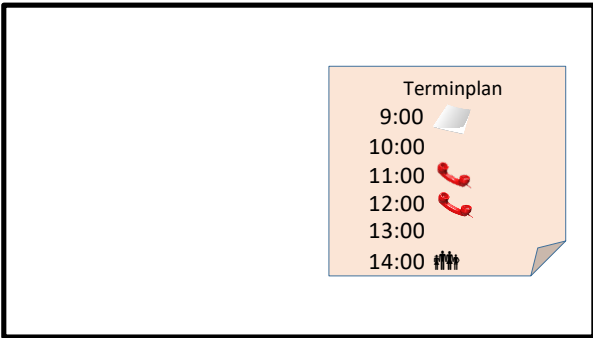
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Multitasking

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**Senkung**  
Steigerung der  
Produktivität

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Präsent sein ...charismatischer und sympathischer wirken

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Multitasking:  
Mehr Fehler  
Längere  
Bearbeitungszeit

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Multitasking  
bei komplexen Aufgaben  
...verringert die Produktivität

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Multitasking  
bei komplexen Aufgaben  
...am wenigsten geeignet

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Pomodoro  
Technik

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**1. Schritt**

Besorgen Sie  
einen Timer

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**2. Schritt**

Stellen Sie den  
Timer auf 25  
Minuten

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Machen Sie  
5 Minuten  
Pause

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Zeichnen Sie Ihre  
Arbeitszeiten auf

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Machen Sie eine  
längere Pause

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# Literaturempfehlungen

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