

## Zeitmanagement: Grundlagen, Methoden und Techniken (Work Life) (German Edition)

Rolf Meier, Eva Engelmeyer



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Das Buch vermittelt grundlegende Techniken des Zeitmanagement: wie Sie Prioritäten setzen, Zeitdiebe eliminieren, Aufgaben terminieren, richtig planen und für Ihre Work-Life-Balance sorgen. Zudem erhält der Leser Tipps, um sein neues Zeitmanagement im Alltag umzusetzen.

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