

About the book We can't multiply our time - we can only use it intensively and at present. This guidebook promotes a careful treatment with oneself and with others. Yet not only that: in a practical way it provides insight into the dangers of multitasking and gives suggestions for a more considerate and livable lifestyle. While you are reading you will have the chance to get onto the matter and to make surprising discoveries. You will get thought-provoking impulses on in which parts you will accomplish more success, life quality and easiness with the help of mindfulness. Whether in the job, family or in a relationship: a lifestyle based on mindfulness is beneficial - especially for yourself. It goes without saying that this little guide can't entirely fathom the whole aspect of mindfulness in 45 minutes of reading. Thus consider this book a helpful introduction and inspiration for the reader, who feels like knowing more. Some tips and advices may seem familiar to you. Some will certainly be new. Pick up whatever concerns you - or, in the best case, whatever touches you and start to build on that. Let's get started... Table of contents Mindfulness instead of multitasking: 1. Introduction 2. Multitasking as a lifestyle - prospects and problems 2.1 Multitasking - desirable, fascinating, unnecessary or harmful? 2.2 Where does the term "multitasking" derive from? 2.3 Feeling vivacity 2.4 Why is multitasking so dangerous? 2.5 Brain researches confirm: multitasking robs energy 2.6 Self-consciousness and self-esteem diminish 2.7 Parents and educators as multi-taskers 2.8 Partnership, Friendship and Multitasking 2.9 Multitasking and burn-out-syndrome 3. Why does the multitasking trap always close? 3.1 The contribution of the social environment 3.2 We would like to meet everyone's expectations 3.3 The urge for distraction 3.4 Outside control vs. inside control 4. The discovery of mindfulness and awareness 4.1 What does mindfulness mean? - a pleasant reward 4.2 Self-efficacy increases 4.3 Relationship of couples and mindfulness 4.4 Mindfulness and upbringing 4.5 Mindfulness and workplace 4.6 Anecdote about mindfulness 5. How do we cultivate mindfulness and self-awareness? 5.1 Sharpening self-perception. 5.2 Gaining insight, changing behavior 5.3 Visualizing the goal 5.4 Exercises for mindfulness: getting to the here and now 6. Excursion: Enjoyment provides Profoundness, laughing is healthy 7. Summary 8. Appendix, Legal matters and about us From the series Madame Missou COMPACT - 45 minutes condensed experience Book length: About 45 minutes of reading time, 34 pages

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