

Summary

Books related to different working methods are often found in the bestsellers lists of various bookstores. The increased demand for such books can be explained by the increasing amount of information that has to be processed and kept up to date. This has great influence on the workload and complexity of work nowadays. In addition, activities of workers within a company have become more task oriented. As a result, workers have to organize themselves and the hours they work for. This increases flexibility, the question arises how can an individual best manage these freedoms. Authors devote much attention to this.

In many cases authors of such self-management books do not clearly indicate with which reason they have developed a working method. This research has the aim to position the organization and purpose of each working method against each other. In this way the differences in working methods can be clearly distinguished.

There are many titles available on the efficient and/or productive setting up of a working environment. Therefore, there is focused on books of which at least half million copies are sold and have designed a work systems at the operational level. Also, all the authors must have developed a system that can be used to create more free time or have to improve the quality of everyday life in a certain way. The individual methods were displayed in the steady-state model of the "Delft System Approach" , with this approach it is possible to see differences between and character of each method.

The analysis reveals significant differences between the methods at each operational level. In addition, it is striking to see that all methods are highly dependent on the law of Pareto on filtering and reducing activities. It also appears that not all tested methods have the same purpose. They are not equally active at various levels. One method focuses more on the operational level by providing tools and activities, while other methods give advice on how to approach tasks differently by setting priorities. These different operational levels can be visually plotted against each other. It is remarkable how well the different methods can be expressed in the steady-state model.

Practice shows that for many individuals it is not easy to change the current lifestyle. Using tools to increase productivity can reduce the complexity of tasks and are therefore easier to implement. They can also be effective if they are not fully applied. However, all methods that can be implemented need a high degree of perseverance and discipline to change the habits of each individual. More research can be conducted on the result of individual practices within companies and the impact of such practices on the organization as a whole.