**Tool: Systematische Müllabfuhr**

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| **Gegenstand**  (Thema, Prozess, Ziel, Aufgabe etc.) | **Status quo**  (Kosten, Zeit, Ressourceneinsatz etc.) | **Status in Zukunft**  (inkl. Effekt) | **Maßnahmen** | **Wer?** | **Bis wann?** |
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