We all multitask, but is it helping or hurting us?

Science has shown people who finish one task before moving to another one are actually far more productive than those who try to juggle several tasks at one time. The traditionally held benefits of multitasking do not pan out. Our brains are just not wired to handle multiple tasks at once while maintaining quality. Research shows it actually increases our stress level.

It seems like real-life demands are only increasing. Our families, our work, and our personal lives seem to continue to hand us more and more tasks every day. So, how do we stop multitasking and improve our productivity?

Slow down, prioritize, and focus on one high-priority task at a time. Achieving greater productivity is about prioritizing correctly and focusing on finishing one high-priority task at a time. Watch your productivity soar after you break the multitasking habit.

CALL TO ACTION:
1. Make a list of the tasks that you must do for the day. It shouldn’t be long – not every task is a high-priority. If you see a long list before you, mark out those that can be delegated to others or done another day. Then delegate! Do this until you have a manageable list for the day.
   a. Another tip is to divide the tasks into High, Medium, and Low-Priority tasks.
   b. Focus on finishing each High-Priority task before moving to the next level.
2. If you have numerous tasks at work that can’t be delegated or done later, ask your boss or a trusted coworker to help you prioritize.
3. Put down the phone and close down Outlook or whatever email software you are using. Set a phone-time task to return the calls, emails, and texts.
4. Close your door or put up a sign that says you are busy.
5. Reward yourself with a five-minute phone or social media break or a treat when you finish a task.

KEEP ON LEARNING
1. Read the WebMD article, Am I More Productive When I Multitask? by Cody Lyon. (7-10m)
2. Read the Business News Daily’s article, How Does Multitasking Impact Productivity? (10-12m)
3. Watch the video, Knowing Your Boundaries and Limitations from the LinkedIn Learning course Thriving at Work: Leveraging the Connection between Well-Being and Productivity. (2m 51s)
4. Join us for, Productive Work Habits, on October 23 | 1pm.