

A TOOLKIT FOR PROFESSIONALS
MINDFULNESS AT WORK

The Myth of Multitasking

MINDFUL TIPS FOR SINGLE-TASKING

Remember that busy-ness and productivity are two separate things. Multitasking fatigues the mind and slows task completion. It decreases productivity.

Stop scrolling. Attention-shifting as we scroll changes the structure of the brain, making it more difficult to single-task, even when we want to.

Meditate! Meditation strengthens the areas of the brain that help us focus on one thing at a time.

Observe. Notice when you're tempted to chase distraction, and question whether or not you have to.

Embrace boredom. When you're stuck on a task, stick with it! Give the mind a chance to work it out.

Take breaks. Stay with each task until it's completed, but take breaks for walking, contemplating or just letting the mind relax.

DID YOU KNOW?

THERE'S NO SUCH THING AS MULTITASKING

The human brain can't actually do two things at the same time. **What we think of as multitasking is really task-switching.** We can switch focus between two tasks at such incredible speeds, it may seem like we're doing them simultaneously.

In reality, each time we make this cognitive switch, we lose up to 20% productivity, make more mistakes, and give neither task the focus it needs.

Multitasking is just another form of distraction.



"It's not enough to be busy. The question is, what are we busy about?" - HENRY DAVID THOREAU