

Cluster Tasking a Better Way to Work!

Last article/blog I spoke briefly about Cluster Tasking and wanted to dive deeper into how to make it work for you. It's a simple approach, turn off anything and everything that distracts from the single task you are working on at the moment or have scheduled. Before you scream at me about missing "that phone call" which results in thousands of dollars of income, let's figure out how we can avoid losing that money.

The idea is to either turn off ringer and move phone out of site and not able to hear it vibrate or you can set the phone on "Do not Disturb". Rules can be set to help you have 30 minutes of uninterrupted single tasking time. I believe Android has an auto responder for missed calls but Apple doesn't due to company policy at this time, if you have any insight please share.

Next on the computer either Mac or Windows you can set "Do Not Disturb" remember to turn off that feature when done. Put a voicemail message on your phone something like I will return your call within 30 minutes from 8:00 am to 8:00 pm in most cases. Don't go turning on the TV or music, buy a wave machine or something!

Now for the next 30 minutes you can focus on a single task, BUT you will need to train your brain to not sit there and day dream away 25 minutes of your block of time. Every 30 minutes or so check phone and computer for what you might have missed then dive into another 30 minutes. That's Cluster Tasking!

I started using this method years ago and it took a while to learn how to completely focus on a single task and not let my mind wonder. Today as I do my writing, preparing presentations and other important task I can easily go to my mental deserted island and be very productive!

This is article/blog number 13 in my "Raise the Bar" campaign. If you missed any of them you can find them on my FB Timeline, my FB page Dick Betts Blogs or my website. [#raisethebar](#)