

The Difficult Journey from Multitasking to Single Tasking

Please know I am as guilty as everybody else neglecting my own attempt to get better with Time Management by not Multitasking. Example Friday evening I had a social event to attend at 5:00, needed to run errands from 3:00 to about 4:30 so my plan was start preparing an appetizer to take to the event at 1:00. FYI I made Chipped Cream Beef Dip, let me know if you want the recipe. I had all the ingredients on the counter ready to start and the phone rings, it's a possible client and asked if I had time to talk. Did I have time to talk? No, did I talk, yes for over an hour. While talking to him I am preparing the dip, muting the call so he didn't hear my KitchenAid mixer and the clanging of preparing the appetizer. Guilty as charged!

We all face dilemmas most of the time it's deadlines, we need to have something done or be someplace at a certain time. Thanks to electronic communications we are accessible almost 24/7. The person attempting to reach us doesn't know what is happening at that moment so yes, we add another layer to our crazy life not giving our sole attention to one thing at a time. We think we are good at it but we aren't! Friday afternoon I should have been at my desk taking notes of our conversation, following up with an email highlighting important points from the discussion, did I? Hell no I had a party to go to!

Let me introduce you to Cluster Tasking which I should have done Friday afternoon. I do practice this when writing and building presentations. I block out a certain amount of time normally 30 to 60 minutes which involves putting my phone on mute and placing it in another room and putting my computer on "Do Not Disturb" mode and being able to give 100% of my attention to what I am doing. Remember in an earlier article I talked about 40% drop in productivity when multitasking and 17% dumber? By Cluster Tasking for one hour at a time I have increased my productivity equal to 1 hour and 24 minutes. If you do this 4 times a day you have added more than 96 minutes to your day! Remember my slogan? "Don't work harder work smarter"!

This is article/blog number 12 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