



- Learn
- Engage
- Sustain

Multi-tasking is Muddle-tasking

Pop Quiz: Write down all the things at work that you could be doing “simultaneously.”

- _____
- _____
- _____
- _____

“Simultaneously” has these quote marks because you can actually be doing only one thing at a time. But many of us think we’re three times more productive if we’re “doing” three things at once.

A few years ago, “multi-tasking” entered our business lexicon and quickly invaded our personal lives as well. Describing our behavior this way made us feel like superheroes of productivity. Or perhaps it showed that we’re so important and indispensable that we have to do several things at once to satisfy our bosses, families, and fan clubs.

“Multi-tasking” is actually the serial interrupting of ourselves.

Start, stop. Start, stop. It takes a certain amount of mental prep time to do a task. You interrupt one task to do another. When you return to the first task, you have to say to yourself, “Let’s see, where was I?” This takes time. It’s re-work!

At best, it muddles the flow of work, your priorities, and leaves you with a muddle of multi-tasking mistakes



Let’s hear it for single-tasking!