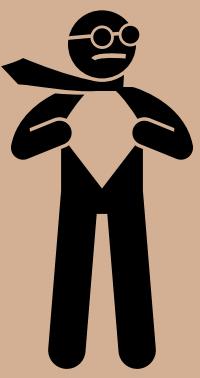


Why multitasking kills productivity?





Concentrating on a single task

1. Increases productivity



2. Better memory



Multitasking

1. Decreases productivity by 60 %



2. It's more difficult to remember things



3. More mistakes



4. Creates addiction to stimuli - we're constantly checking our phones etc.



5. Better interactions with others + mindfulness



6. FLOW is highly likely



Why multitasking kills productivity?

Become a business hero!



1.

NO SCREEN HOUR

Don't look at any kind of screen for 1 hour after you wake up, and one hour before you go to bed



PRO TIP

Can't imagine not listening to music in the morning or in the evening? Buy yourself an mp4 player.



2. TURN OFF YOUR PHONE

After all, your **TASK** is the most important, right?

PRO TIP

Too extreme? Enable the "do not disturb" function then. Enable the sound for the most essential phone calls only.

How to
become a
business
hero?

TRAIN YOUR
MIND TO
FOCUS ON
ONE THING!

3. CHECKING EMAILS ONCE OR TWICE A DAY

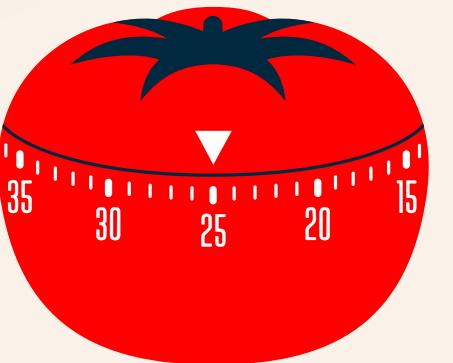
Designate one or two times per day for reading and responding to e-mails.



PRO TIP

You can even set aside one hour for that, but just STICK TO it and mute e-mail notifications

How to
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hero?



4. GET YOURSELF A TIMER (not the one in your phone)

25 minutes of work, 5 minutes of rest

OR

50 minutes of work, 10 minutes of rest

PRO TIP

Check out both the options. See which style works best for you.
Deal with ONLY your task during the set time.

TRAIN YOUR
MIND TO
FOCUS ON
ONE THING!

5. PROPER WORKPLACE

Choose workplace free from distractions. Keep looking for the suitable one.



PRO TIP

Cafeterias, libraries, coworking spaces can be a good idea.

How to
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hero?



6. CONDENSE ROUTINE TASKS TOGETHER

invoices, phone calls etc. - deal with all of them at once



PRO TIP

At first try different parts of the day too see when it works best

TRAIN YOUR
MIND TO
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7. TECHNOLOGICAL FASTING

Pick one day per week. Don't use Wi-Fi, your phone etc.



PRO TIP

Make the exception for mp3 players and e-readers (without wi-fi)



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8. Divide tasks into groups of similar tasks → assign each group its own place and time

PRO TIP

For instance, group 1 can be done at home in the morning, group 2 in the afternoon, and group 3 in the evening

TRAIN YOUR
MIND TO
FOCUS ON
ONE THING!

Good luck!

References:

Garcia H. and Miralles F., (2017). *Ikigai: The Japanese Secret to a Long and Happy Life.* London: Hutchinson