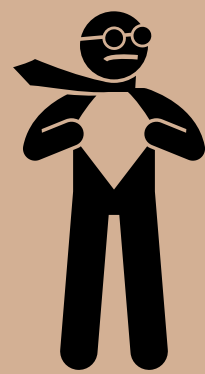


# Why multitasking kills productivity?





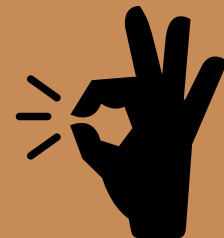
Concentrating  
on a single task

1. Increases  
productivity



2. Better memory

3. Fewer mistakes



4. We feel calm and in  
control

5. Better interactions with  
others + mindfulness



6. FLOW is highly likely



Multitasking

1. Decreases  
productivity by 60 %



2. It's more difficult to  
remember things



3. More mistakes



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



5. Higher stress - our tasks  
take control over us



Why  
multitasking  
kills  
productivity?

Become a business hero!



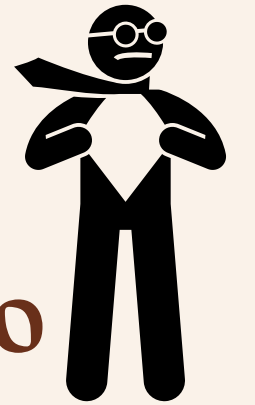
1.

## 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.



How to  
become a  
business  
hero?



## 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.

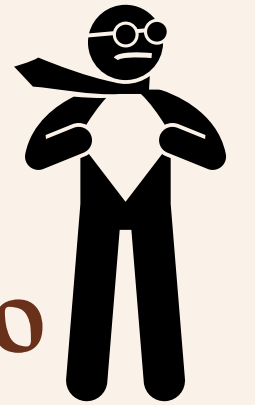
TRAIN YOUR  
MIND TO  
FOCUS ON  
ONE THING!

### 3. CHECKING EMAILS ONCE OR TWICE A DAY

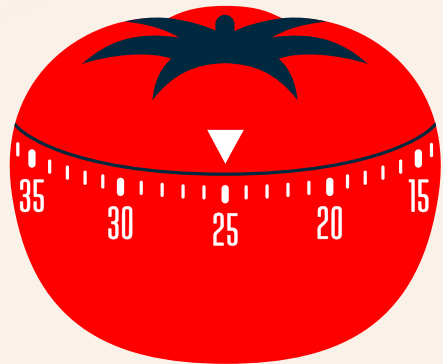
Designate one or two times per day for reading and responding to e-mails.

#### PRO TIP

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



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become a  
business  
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.

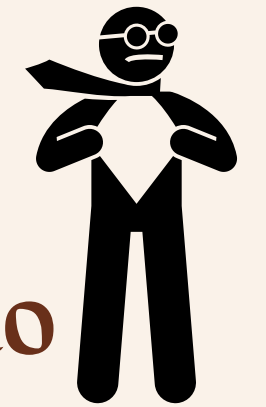
TRAIN YOUR  
MIND TO  
FOCUS ON  
ONE THING!

## 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.



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become a  
business  
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  
FOCUS ON  
ONE THING!

## 7. TECHNOLOGICAL FASTING

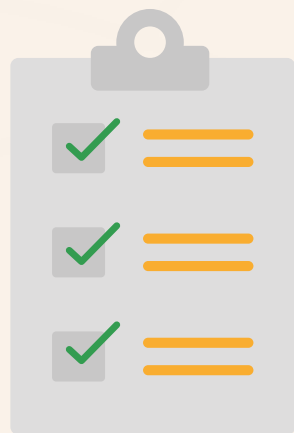
Pick one day per week. Don't use Wi-Fi, your phone etc.

### PRO TIP

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



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become a  
business  
hero?



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