

# Productivity Tips:

## Doing less to get more done.



### Single-Tasking

## What is Single-Tasking?

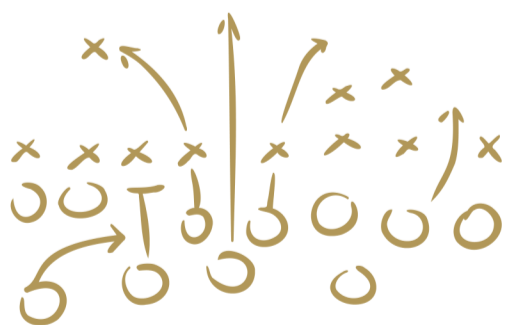
Single-tasking is the productivity practice of focusing on one task at a time. It is a powerful productivity technique that stands in contrast to the often less efficient method of multitasking. By dedicating full attention and resources to a single task, the quality of work improves, efficiency increases, and stress reduces.



## Context Switching

Context Switching refers to the process of shifting attention from one task to another. Each switch comes with a cognitive cost.

Switching Loss encompasses the time and energy lost during these transitions. When you switch tasks, your brain has to leave one task's context and adjust to another. This transition period is not instantaneous and can lead to decreased efficiency and increased likelihood of errors.



### Pro Tip:

High cognitive load work requires focus. Attempting to multi-task while attempting to deep think will result in many things being done poorly at the same time.

## How do you do it?

- 1 Time Blocking: Allocate specific blocks of time to work on individual tasks.
- 2 Pomodoro Technique: Work for a set period (typically 25 minutes), followed by a short break.
- 3 Physical Workspace Organisation: Keep your workspace clutter-free and organise it in a way that supports the task at hand. Having the necessary tools and resources ready for each task can minimize the temptation to switch tasks.
- 4 Task Prioritisation: Use tools like to-do lists or task management apps to manage your tasks. Knowing what needs your attention first can help maintain focus on a single task until completion.
- 5 Notification Management: Turn off non-essential notifications
- 6 Mindfulness and Meditation: These practices can enhance your ability to focus and stay present with the task at hand. Regular mindfulness exercises can train your brain to resist distractions more effectively.



40%

Research indicates that multitasking can reduce productivity by as much as 40%.