

The Art of Uni-Tasking, And Why You Need to Master It This Year



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As an executive coach, I often work within large corporate settings, where there are lots of busy people trying to get a lot of things done. I know you know how that feels – the endless meetings and email chains, the list of “to-do’s” that seem to multiply faster than you can keep up with.

In those settings, people will often say that the key to their success is about multitasking. You may think the same thing - I am here to tell you that multitasking is a myth.

Multitasking can be destructive, negatively affecting your time, focus, and even your brain.

Do you know it takes you 25 minutes to get back to the task after you have left it?

Research shows if you concentrate on one thing at a time, your productivity goes up 500%. Can you imagine how much time you save if you can do anything 500% faster? That's what is available to you if you're able to see one task through to the finish.

Imagine how hard it is to focus if you are constantly shifting from task to task. It's much more effective to do what I call "uni-tasking." Simply do one thing at a time, and do it well.

Ask yourself: When was the last time you took a task off of your plate by tackling it from start to finish in one sitting? What was the sense of accomplishment you felt when you did that, and how did it compare to the feeling of multitasking? It takes focus, it takes concentration, but you can do one thing at a time, you'll be able to get more done in less time.

For more ways to boost your productivity and create a win-win for yourself, and your company, see Joelle's book: [The New Advantage](#).

PUBLISHED ON: FEBRUARY 11, 2019

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