



Checklist 15 - Stop Multitasking

Project Name: _____

Date: _____

Yes No

Multitasking might seem a very efficient task, but it isn't. If instead of focusing on just one task, you pay attention to many tasks at one time, there are chances that you'll never be able to become productive. Eliminating this habit of multitasking will prove to be a blessing for you and if you want to know how to stop multitasking, read the following steps, and soon you'll be more productive than now:

Stop This Phone Checking Habit:

- 1 The very first thing you have to do is to stop checking your phone right after waking up. Even though it doesn't seem anything like multitasking, but it proves to be a big productivity killer.
- 2 Give yourself about 1 hour after waking up, without a phone, and develop a healthy routine that will focus just on having breakfast and getting ready instead of checking the phone also.

Get Rid Of Distractions:

- 3 The essential step towards unitasking is to get rid of all the distractions that might prove to decrease your focus.
- 4 Put your notifications on mute, and while working, do not check on emails as these are also a distraction and will again lead you towards multitasking.

Make A List:

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Start picking up on your most important tasks.

6
Now add these tasks in a list and number them according to the order in which you want to complete them.

7
Now focus on one task at a time and get them finished one by one instead of doing them altogether. This will enhance your productivity level.

Stay Mindful:

8
Now that you have made a list of your priorities, you have to stay focused.

9
Do not get distracted towards any other task while doing a task.

10
If a thought of some other task comes into your mind, distract yourself towards that task you're already doing. The trick is to stay mindful of the task that you're performing.

Learn To Say No:

11
Do not take on more than you can chew. As you've made your list, stick to those most important tasks that you've mentioned in your list.

12
Try to say No to anyone who asks you for any more tasks or projects.

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This little trick will save a lot of your time and effort, and you'll focus more on your own tasks.

Increase Your Focus:

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Try to focus on just one task that is mentally challenging and schedule a small amount of time for it.

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After completing this task, try to extend the assigned time for the task so that you can extend your focus as well.

Unitask during Prime Hours:

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Choose your effective hours for your challenging tasks. Do them one by one.

17

Stop wondering on other tasks and stay focused on the same task that you're doing during those hours in which you're more active.

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Leave out less important tasks for weaker moments of your day and do them at that hour.

Notes