



WAYS TO MULTITASK EFFECTIVELY TO BECOME MORE PRODUCTIVE

1. Make telephone calls (call backs) while commuting.



2. Do your reading at the spa while getting a pedicure.



3. Make project folders with a checklist on top showing the steps needed to complete a project and manage various projects simultaneously.



4. Use waiting time at the doctor's office, grocery store line, or DMV to catch up on emails or texts.

5. Involve your family in your projects and activities to spend time together while accomplishing tasks.



6. When preparing food, clean and put away ingredients as you cook on the stove.



7. Listen to audiobooks or podcasts while cleaning, organizing, running, cooking, etc.

8. Watch shows or catch up on the news while finishing a project that does not require a high level of concentration.



9. Make checklists and write essential items in your calendar during meetings.

10. Discuss ideas, plans, and strategies while having lunch with a coworker.



"Multi-tasking is possible and can be done effectively if you acquire strong organizing skills!"