

MULTITASKING

Has multitasking become a way of life for you? In an article in the February, 2003 Wall Street Journal, Sue Shellenbarger wrote:

- People who multitask are less efficient than those who focus on one project at a time.
- Managing two mental tasks at once reduces the brainpower available for either task. Mistakes often result because you cannot concentrate on a problem that develops in one of the tasks.
- Trying to do two or three things at once, or in quick succession, can take longer than doing them one at a time.

So it seems that our brain is trying to tell us something. Focusing on one thing at a time seems to be much more productive than trying to do three or four things at once. So try getting focused on the 20 percent that matters to you each day and feel better about getting those important projects accomplished.

Further information on many of the ideas in this article can be obtained by attending a "SIMPLY ORGANIZED" seminar featuring the GO (Get Organized) System. If you are interested in getting organized and staying organized, this three hour seminar has a different approach and its many realistic, useful and practical suggestions will help you change your life. Check the website calendar for the next scheduled class.

I'd be happy to answer any organizing questions. Please send them to:

Eileen Stevie

President, Stevie Organizing Services - S.O.S.

Email: help@organizeclutter.com.

Website: www.organizeclutter.com

919-345-2846

