


EFFECTIVE MULTITASKING HABITS OVERVIEW



HABIT 1

- If it is in your inbox, it requires an action from you.
- Keep things visual; it will engage both hemispheres of your brain.



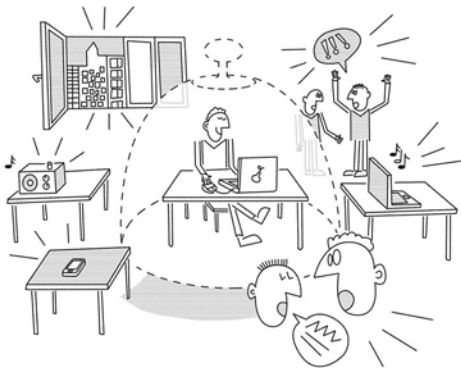
HABIT 2

- Keep the number of folders low.
- Search quickly and effectively!



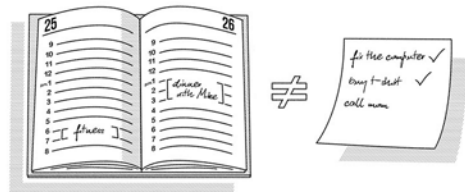
HABIT 3

- For every sent message consider if a response is required and if so, move it to the appropriate folder.



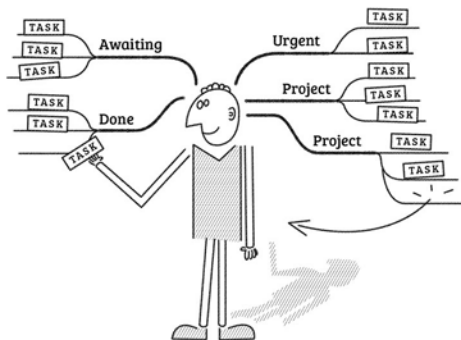
HABIT 4

- Cut off distractions.
- Engage completely.
- Take breaks.
- Maintain priorities and do not sidetrack!



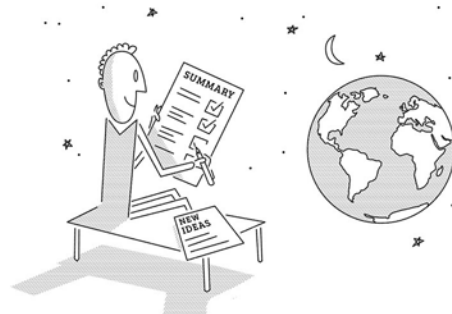
HABIT 5

- The place for tasks is on your task list.
- The place for events is in your calendar.
- Never mix your task list with your calendar.



HABIT 6

- Keep the mind map clear, consistent, prioritized, and up-to-date.
- Keep longer e-mails in the mind map.
- Next action: given your priorities choose the one that will give you the most fun and progress at the same time.



HABIT 7

- "Inspect and adapt" cycle.
- The last few days could have been a real mess, but that is the past.
- What about your relationships? Work-life balance?
- Are you still having fun? Do you feel you are developing? Is your vision clear?

IT WILL TAKE YOU TWO MONTHS OF DAILY REPETITION BEFORE THE BEHAVIOR BECOMES A HABIT

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