IDEAS TO STOP MULTITASKING

- Pray for God's help and equipping to stop multitasking.
- Silence your device and email notifications while working on a task.
- When appropriate, complete small tasks first to get you in the frame of mind of completing one thing at a time.
- Set a timer to work on one task for an allotted amount of time (20 or 30 minutes). Then take a break and switch to another task if necessary.
- Check your email in the morning and an hour before you close down your computer at the end of the work day.
- Set specific times to log on to social media and set a time limit.
- Remove anything that distracts your workspace, especially any sort of clutter.
- Practice focusing only on what you're doing in the moment.
- Make "one thing at a time" your new motto!

Julie Lefebure