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GUIDED NOTES ANSWER GUIDE

MULTITASKING

Directions: Complete these notes as you watch the MyCareerTech “Multitasking” video.

Introduction

1. Soft skills are personality-specific traits and can be used to describe your approach to life, work, and relationships.
2. Multitasking can be defined as the performance of more than one task at the same time.

How Multitasking has Increased in Daily Life

3. Technology has significantly increased our connection to things like our friends, teachers, and employers.
4. Media Multitasking is the simultaneous access to different types of content.

Positives of Multitasking

5. What are some positives of multitasking?
Get things done faster, Be more efficient
6. Multitasking can be positive:
 - If you are performing simple straightforward tasks.
 - When the tasks are easy to manage in quantities.
 - If the tasks don't require a high level of thought or laser focus on one task.

Negatives of Multitasking

7. Multitasking can be negative when:
 - Performing one or more difficult task
 - One needs to absorb and comprehend information
 - Tasks require a higher level of focus
8. What are the negatives of multitasking?
Hurts productivity, Distracting, Increases risk of mistakes
9. When we shift our attention from one task to another, our brain changes the rules from the first task to the second.

Negatives of Multitasking for Students

10. What are the negatives for students who multitask?
Lower GPA, Reduction in Learning, Reading proficiency suffers

Negatives of Multitasking for Professionals

11. Multitasking may reduce productivity by up to 40%

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12. It leads to lower emotional intelligence; which is the ability to perceive, manage, and regulate one's emotions.
13. It causes high-stress levels and poor decision-making.
14. Multitaskers typically produce less quality work and make more mistakes.

Multitasking Tips

15. What are simple tasks?

Household chores, Hobbies, Work Responsibilities

16. What tasks require more focus?

Reading, Studying, Homework, Writing a proposal, Filling out important documents

17. *Fill out the table:*

Tip	How so?
Limit <u>distractions</u>	<u>No TV or music</u> <u>Turn off your phone</u> <u>Close your door</u> <u>Noise cancelling headphones/ear plugs</u>
<u>Prioritize</u> your tasks	<u>Make a list</u> <u>Order them by priority</u> <u>Focus on each one individually</u>
Be <u>Mindful</u>	<u>Redirect your attention back to the priority at hand.</u>
Use the <u>twenty-minute</u> rule	<u>Set a timer for 20 minutes to devote to one task, then switch to the next</u>

Reflection

18. Think about a time when you were multitasking during a class or a work assignment. Did you notice any decrease in the quality of your work or your ability to understand the material?