

# MyCareerTech.com

## GUIDED NOTES

### MULTITASKING

**Directions:** Complete these notes as you watch the MyCareerTech "Multitasking" video.

#### Introduction

1. \_\_\_\_\_ are personality-specific traits and can be used to describe your approach to life, work, and relationships.
2. \_\_\_\_\_ 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 \_\_\_\_\_ to things like our friends, teachers, and employers.
4. \_\_\_\_\_ is the simultaneous access to different types of content.

#### Positives of Multitasking

5. What are some positives of multitasking?
6. Multitasking can be positive:  
If you are performing simple straightforward \_\_\_\_\_.  
When the tasks are \_\_\_\_\_ to manage in quantities.  
If the tasks don't require a high level of \_\_\_\_\_ or laser focus on one task.

#### Negatives of Multitasking

7. Multitasking can be negative when:  
Performing one or more difficult \_\_\_\_\_  
One needs to absorb and comprehend \_\_\_\_\_  
Tasks require a higher level of \_\_\_\_\_
8. What are the negatives of multitasking?
9. When we shift our \_\_\_\_\_ 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?

# MyCareerTech.com

## GUIDED NOTES

### Negatives of Multitasking for Professionals

11. Multitasking may \_\_\_\_\_ productivity by up to 40%
12. It leads to lower \_\_\_\_\_; which is the ability to perceive, manage, and regulate one's emotions.
13. It causes \_\_\_\_\_ -stress levels and \_\_\_\_\_ decision-making.
14. Multitaskers typically produce less quality work and make more \_\_\_\_\_.

### Multitasking Tips

15. What are simple tasks?
16. What tasks require more focus?
17. *Fill out the table:*

Tip	How so?
Limit _____	
_____ your tasks	
Be _____	
Use the _____ rule	

### 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?