

# SOFT SKILL: MULTITASKING LESSON PLAN

MYCAREERTECH.COM

**LESSON SUMMARY:** This lesson is meant to introduce and educate students on the soft skill, multitasking. Depending on the level of interaction and discussion with class participants, this lesson can last 45-55 minutes or longer.

**OBJECTIVE:** Upon completion of these materials, students will know what it means to multitask along with the positives and negatives of using this skill.

## **MATERIALS AND RESOURCES NEEDED:**

- Soft Skill: Multitasking Video
  - *Run Time: 10 minutes, 53 seconds*
- Student internet access for test

**INTRODUCTION / WARM-UP:** Do you ever multitask? If so, what kinds of tasks are you completing, and do you find it to be helpful or hurtful?

## **INSTRUCTIONAL VIDEO OUTLINE**

- Introduction to Soft Skills
- Defining multitasking
- Examples of multitasking
- How multitasking has increased in daily life
  - Technology use
  - Amount of on-demand content
  - Constant sounds such as rings, dings, and buzzes
- Positives of multitasking
  - Get things done faster
  - Be more efficient
- Multitasking is most positive when:
  - Performing simple straightforward tasks
  - Tasks are easy to manage in quantities
  - Tasks don't require a high level of thought or laser focus
- Multitasking can be negative when:
  - Performing one or more difficult tasks
  - One needs to absorb and comprehend information
  - Tasks require a higher level of focus
- Negatives of multitasking
  - Hurts productivity
  - Distracting
  - Increases risk of mistakes
- Negatives of multitasking for students
  - Lower GPA
  - Reduction in learning
  - Reading proficiency suffers
- Negatives of multitasking for Professionals
  - Reduce productivity by up to 40%
  - Leads to lower emotional intelligence
  - Causes high-stress levels and poor decision-making
  - Affects work quality
- Tips to help focus
  - Limit distractions
  - Prioritize tasks
  - Be mindful
  - Use the 20-minute rule

# SOFT SKILL: MULTITASKING LESSON PLAN

MYCAREERTECH.COM

## CLASS ACTIVITIES

- **Option 1: Class Discussion – Examples of Negative Effects of Multitasking**

- The instructor should initiate a class discussion on the negative outcomes of multitasking. Ask students for examples of a time when they completed multiple tasks at once and it did not go well. Questions can include:
  - What were the tasks?
  - How did you manage the multitasking/what was your strategy to complete both tasks?
  - Why do you think it had a negative outcome or wasn't efficient in the end?
  - What did you learn from your experience, and how would you go about managing both tasks in the future?

- **Option 2: Creating a List of Tasks**

- Ask students to create a list of tasks they do on a given day (i.e. getting ready, making breakfast, watching a show, doing homework, chores, etc.). Next, they should categorize their tasks into two lists: Tasks acceptable for multitasking and tasks not acceptable for multitasking. Once finished, ask students to share their lists and explain why they believe the tasks listed are or are not acceptable for multitasking. Students should first create a list of all tasks they must complete on that given day (i.e., go to school, attend a sports practice/club meeting, complete homework, go to work, etc.).

### **LESSON EVALUATION:**

Students complete Soft Skill: Multitasking test on [MyCareerTech.com](http://MyCareerTech.com)