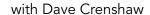
## **Time Management Fundamentals**





## Switchtasking is a Thief

Are you really multitasking... or are you switchtasking? The following exercise will help you quickly understand the negative impact in efficiency caused by switchtasking.

## Step 1

- 1. Have a timer with a second hand ready. For best results have another person time you.
- 2. In the first row, re-copy the phrase "Switchtasking is a Thief." After copying the entire phrase in the first row, then switch to the second row and write the numbers 1-21.

Like This: **S** Switchtasking is a Thief

**1** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

3. Ready, Set, Go! (After you have completed the last number (21), write down your total time to completion.)

S		
1		
Time to complete		

## Step 2

- 1. Have a timer with a second hand ready again.
- 2. In the first row, copy the phrase "Switchtasking is a Thief." For every letter you write in the "S" row, switch to the second row (labeled "1") and write the corresponding number.
- 3. Ready, Set, Go! (After you have completed the last number (21), write down your total time to completion.)

S		
1		
Time to complete		

Compare the time to completion between the first and second pass. Typically, a person will take twice as long to complete this exercise when switchtasking (second pass) vs. focusing on one task at a time (first pass).

Adapted from The Myth of Multitasking: How "Doing It All" Gets Nothing Done by Dave Crenshaw. Used with permission. (ISBN: 978-0-470-37225-8) Copyright © 2008 by Dave Crenshaw. Published by Jossey-Bass, An Imprint of Wiley, 2008

