

# THE POSITIVE SIDE OF MULTITASKING

Inevitably, multitasking is becoming a **must** for today's work force due to the **accelerating** speed of life. Some employees must deal with hundreds of emails and **inter-office** communications every day. Because of this employees must learn multitasking in order to use time with higher efficiency. Instead of focusing one's attention on various and countless assignments, multitasking allows one to **switch** the focus **from** one task **to** another in a relatively short time. For example, the ability to **schedule** a meeting while waiting for an employee's response is a fundamental skill for any manager. Those without the ability to multitask will be buried by endless phone calls, emails and paperwork.



**inevitably adv.**

表示肯定语气，必然的

**must n.**

相当于necessity

**accelerating adj.**

相当于increasing

**inter-office adj.**

字面意思是各个办公室之间的，其实就是跨部门的

**switch sth. from A to B**

把某样东西从A转移到B

**schedule v.**

相当于时间上的arrange

