

Business Tools for Career Readiness



Work Smarter, Not Harder: Time Management for Personal & Professional Productivity

Module 4



with Margaret Meloni, M.B.A., PMP

Multitasking Test

[illegible]

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[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Multitasking Test

[illegible]

Try the Test; GO

[illegible]

Multitasking Test

Project 1 (A-J)	Project 2 (1- 10)	Project 3 (I-X)
A	1	I
B	2	II
C	3	III
D	4	IV
E	5	V
F	6	VI
G	7	VII
H	8	VIII
I	9	IX
J	10	X

"To do two things at once is to do neither."

-Publilius Syrus

What is Switching Cost?

It's the time taken to switch from one task to another, then another, and back again

If you must switch tasks,
leave yourself notes as to
how to start again

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This minimizes
switching costs

In Summary

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- Work Plan

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- Set Priorities

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- Work-Life Balance

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- Time Tracking

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- Time Tracking
- Strategic Reserve Time

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- Time Tracking
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- Estimating
- Similar Tasks

In Summary

- Work Plan
- Set Priorities
- Work-Life Balance
- Time Tracking
- Strategic Reserve Time
- Estimating
- Similar Tasks
- Time of Day

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