

The unique capacities and capabilities that each of us has, at any given time, determine the individual differences in our alacrity and ability to complete tasks effectively

**Ponder Point**

Switching our attention between tasks requires our thinking to slow down, re-focus and re-start

Mood, context, workload, health, fatigue – as much as skill, experience and knowledge – impact our ability to be alert to, and process, tasks

**Ponder Point**

Ongoing attention-switching compromises, delays and impairs effective decision making and memory



**PLAN**

Plan and be a PAL to yourself:

- **Plan** - for regular breaks; and to reward yourself for more mundane tasks
- **Prioritise** - so that you can switch tasks intentionally
- **Act** - as if the whole world, or someone who admires you, is watching
- **Learn** - from what works well

**FOCUS**

Focus on one important thing at a time and:

- **Remove**: distractions; or yourself from them
- **Remind** yourself of the value - the why - of what you're currently doing: the rest can wait
- **Separate** big/difficult/boring tasks into small chunks
- Be **Mindful** in any activity or task

**EFFECTIVE RAPID TASK SWITCHING FOCUS**

- Connecting over a meal or during a walk
- Doing domestic tasks whilst on the phone
- Texting whilst using public transport

**Ineffective Task Management**

- Believing that you can multi-task important matters effectively
- Leaving on, or attending to, your phone when you are doing something important
- Leaving on, or attending to, your phone when you are talking with someone else
- Receiving emails when you're focusing on important computer-based tasks
- Doing domestic chores when working at home
- Switching tasks without planning to