



Productive and Unproductive Multitasking

1. Each day this week, at the end of the day, list the things you did today where multitasking was unproductive:

Monday

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Tuesday

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-
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Wednesday

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-
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Thursday

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-
-

Friday

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2. What patterns do you see when you look back over the week?
3. What can you do to change your multitasking habit so that you eliminate unproductive multitasking from your toolkit?