

# ***THE END TO MULTITASKING***



Finally! End Poor Time Use By Focusing  
On One Thing So You Can Get More Done!

**Written by**

**Caelan Cheesman**

<http://www.thebestaffiliatemarketingprograms.com>

## **Disclaimer**

This e-book has been written for information purposes only. Every effort has been made to make this ebook as complete and accurate as possible. However, there may be mistakes in typography or content. Also, this e-book provides information only up to the publishing date. Therefore, this ebook should be used as a guide - not as the ultimate source.

The purpose of this ebook is to educate. The author and the publisher does not warrant that the information contained in this e-book is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this e-book.

## About the Author



Hi, My name is Caelan Cheesman and I am an entrepreneur living in the United Kingdom who loves sharing knowledge and helping others on the topic of Internet marketing and self-improvement.

I am a passionate person who will go the extra mile and over-deliver.

My words of wisdom:

*"I believe that knowledge is power. Everyone should improve themselves and/or business, no matter what stage in life they're in. Whether it's to develop a better mindset or to increase profits. Moving forward is key."*

If you would like to learn more from me, Caelan Cheesman, please visit:

<http://www.thebestaffiliatemarketingprograms.com>

BE SURE TO CHECK OUT THE LAST PAGE - THANKYOU



# Table of Contents

[Introduction - 5](#)

[Adverse Effects of Multitasking in Terms of Productivity - 8](#)

[Importance of Working on A Single Task - 13](#)

[Reasons Why You Are Not Moving Forward - 15](#)

[Thirty of the Best Ways to Focus on One Thing at a Time - 18](#)

[A Simpler Approach To Improving Concentration - 25](#)

[Daily focus exercises - 27](#)

[Identifying Distractions at Work - 30](#)

[Top Workplace Distractions - 31](#)

[Ways to Avoid Multi Tasking - 34](#)

[Conclusion - 38](#)

[Resources - 39](#)

## Introduction

Being the busy bee and the ever imaginative person that you are, it is quite impossible not to entertain a lot of thoughts about what you want to do and how you would want things done. Even ambition and the drive to be successful at everything can definitely keep you preoccupied and distracted from getting one thing finished.

Although it is not entirely wrong to plan things ahead and to want several things to happen all at once, it wouldn't hurt if you focus or stick to one plan at a time to avoid overlapping of goals or confusion. A lot of people fall victim to the belief that the more you accomplish in the shortest time possible, the more successful they become in their lives. Yes, this notion might work for some, but for those who are not that good at multi tasking, it is highly unlikely that they will reap positive results from this.

If you are someone who seems to find multi tasking a challenge or maybe you would want to find a fool proof plan when it comes to planning and putting them into action, then focusing on one thing or task at a time would most probably help you out.

What is focusing on one task and how could this really help you? Focusing on one plan or job means that there is an opportunity for a person to succeed in business or in any aspect of his life without multi tasking and scrambling to get things done right away. This

also pertains to the practice of the "one task at a time" belief - thinking that as long as you focus on one thing that concerns the success of your business or any plan for that matter, you will have a higher chance of succeeding and of getting what you want.

Veering away from multi tasking can definitely help you, especially when it comes to your online marketing business. You have to admit, you are willing to do or try anything just to keep your business afloat - this includes promotional or marketing strategies, getting more online customers or clients and of course advertising. And by that, it means that you might have thousands, if not, hundreds of ideas in mind that you would like to set in motion, without prior study or even analysis. And if you start considering and working on each of these ideas at the same time, you can bet a hundred bucks that 90 percent of your strategies are bound to fail.

If you continue to read this report, you will understand that ins and outs of focusing on one task, the reasons why this should be the practice for all focused and determined businessmen and the top tips on how to achieve success out of doing one thing. And who knows, maybe the things that you will learn from all of this would eventually help propel you to online business success in no time.

So get ready and remove all those clutter out of your system and learn to focus on one major business plan or strategy and see yourself rise to the top of the business ladder.

Consider this phrase: "Multi tasking does not mean that you are

productive." Is there any truth to this saying? While many people may answer no, since they believe that doing and focusing on several plans at the same time would definitely get them to where they want to be: that being successful in everything that they do.

On the other hand, this phrase may be applicable to those who are not yet accustomed to the fast paced world of business where you have to start and come up with bright ideas in a snap. And for those who are just starting their own business or project for the first time, focusing on one thing can most certainly help them.

Actually this statement is subject to a lot of interpretations. One of which tells you that being productive is not measured by the number or the amount of things that you have accomplished in short amount of time. The other, do one thing with all your strength and with all your heart and you will succeed. You know, both interpretations are true. Why and how? The rest of the book will show you.

# Adverse Effects of Multitasking in Terms of Productivity

Did you know that multitasking; per recent studies can reduce your total productivity by as much as 40 percent? Well, this is true for most people, who are not able to handle all their tasks without sacrificing the quality of their work. And aside from confusion, multitasking can definitely cause a lot of negative effects:

1. You will not be able to avoid distractions and will not be able to focus on what you really need to do. Of course this can also cause you to experience episodes of mental blocks and confusion. Imagine what would happen if you know that you have tons of tasks to complete and due to your hectic schedule and impossible deadlines, you all of a sudden, start to feel empty and that you have ran out of brilliant ideas to dish out.
2. It also leads to memory loss. Yes, excessive multitasking can make you forget a lot of things. Especially the most important ones. Memory loss can definitely disrupt your rhythm, which will eventually lead to lack of productivity.
3. Since your business needs your utmost attention, multitasking will keep your attention so divided that you will not be able decide which one should you complete first.

4. You will always feel exhausted. Why? Because you consistently think about what you should do next, your mind and body will be left with no choice but to keep running until it finally conks out. And once you start to feel really tired, eventually your body will stop running and you will have no control over it.

5. Multitasking can cost you and your business big time. Since starting a campaign will surely cost you money, it would be best to stick to one campaign or project for your business, before you decide to work on and launch another. Otherwise, starting on 2 or more projects at the same will cost you more, and should one project fail, you will be forced to put out more cash to fund another marketing strategy.

6. Excessive stress and increase in adrenaline can deplete your energy to succeed on your tasks. When your body is running solely on adrenaline, you will eventually run out of energy and the enthusiasm to work and propel your business to the top.

7. You will eventually lose your temper easily. Handling several tasks at a time will affect your ability to handle and control your emotions. You will notice that you start to get angry and frustrated for no apparent reason, and compared to working on a single task at a time where you can calmly think and work on every aspect of your project with diligence and patience.

8. Multitasking can also affect the way you interact with other people. Every interaction will start to feel awkward, you will lose your contact with the rest of the world, since you are always preoccupied and distracted with the tons of business campaigns that you need to do.

9. You will also start acting like a robot, programmed to do nothing but work, work, and work. And at the end of the day, you will be as dead as a zombie, unable to think straight and on its own.

10. Lastly, you will lose your interest to work wholeheartedly, because you are far too exhausted and used to doing things just to get things done.

But if you are left with no choice, and it is your responsibility to handle almost everything that deals with your online marketing business, here are some tips on how to properly multi task without burning yourself out:

- Although you are bound to do more than one thing at a time, learn how to prioritize and decide which task should be done first. Before you start working, make sure that you list down all the projects that you are required to do for the day and arrange them based on priority or importance. This way, you will end up doing two of the top tasks that you need to accomplish.

- Identify the tasks or projects that you do not need to do for the day. If you think that a particular task is not necessary or irrelevant to your day's work load, by all means scratch it off your list. This can make your load lighter and easier to accomplish.
- Now that you have a to-do list, set a definite schedule or a timeframe for each task to avoid overlaps and spending too long on working on a task of lesser importance as well as the tasks which should have been done 2 hours ago.
- Instead of doing things at the same time, do them in alternative batches. This is the perfect way to manage your time properly, without sacrificing the quality of your work.
- Choose tasks that are somewhat related to each other, or compatible in nature. Since these are two or three related tasks, it would make each project easier to handle. And it would feel that you are not juggling 3 different tasks at the same time.
- Since you are managing your online business, interruptions are unavoidable. So if you know that you will eventually be interrupted at specific hours of the day, choose the tasks which you can resume doing even when interrupted.
- Avoid doing extra things when it's time to focus on the tasks at hand. Why? Because you will find it that you are more productive if you will only focus on the three important things that you have chosen to do today.

These tips can help you perform well in a multi-tasking environment, but acceptable as this method may seem, it would still be best if you focus on one thing, that is if you want to help your online business achieve "digital" success.

# Importance of Working on A Single Task

Again, this is not about completely discouraging you to stop working on several things at once, if that's what you feel and believe would keep you focused and closer to achieving your goals. This is about giving you another option if you want to keep yourself from burning out and drying out of ideas and concepts without even getting somewhere.

There are many reasons why working on a single task is important advantageous for an internet businessman like you.

- You can actually focus on the most important aspect of your business. If you set your sights on one thing, distraction will and cannot be entertained. Another thing, some tasks cannot be done while doing other things, and it doesn't matter how good you are at multitasking, if the task calls for your complete or undivided attention, pairing it with other stuff just won't do.
- You can ensure quality. Who doesn't want to be proud of their work? And having too much on your plate can sacrifice the quality and effectivity of your project. Remember that the success of your online business is in your hands, so putting all your effort and attention to one task can definitely do wonders for you and your business.

- You get to enjoy your work more. Have you ever experienced feeling too swamped with work and because you had so many things to do, you have completely forgotten what it's like to enjoy and love the work that you are doing? Well, if you focus on doing one thing, you can, not only savor every bit of success that you gain out of your task, but also appreciate your work and your talents more.

- Relaxation is just around the corner. Yes, you may achieve many things out of multi-tasking, but at the end of the day you will feel really tired and burned out. You will also feel that with everything that you have to do; and that there is no end to all of this. Whilst when you work on one thing, every time you finish a task, you will feel rewarded and will have room for relaxation as well.

- Working on one task at a time will help you weigh out and prioritize the important things. Compared to multitasking which treats everything important and urgent even if the tasks can be left in the other room and can wait another day.

# Reasons Why You Are Not Moving Forward

Anyone can attest that moving forward means getting things done on time while ensuring that your output is of the highest quality. But what if you have somehow found yourself at the crossroads of not getting things done and not being satisfied with your work? Have you ever thought of what could cause this lack of productivity?

**Here are some reasons why you feel that you are not moving forward with your work:**

- 1. You are focusing on the wrong things or tasks.** Sometimes, the thought of success and doing a lot of things for your business can get you to miss on seeing the real picture such as what your business actually needs.
- 2. Your projects' aims or goals are not clear.** What does your business actually need? What do you want to see it do for your business? Set your goals straight.
- 3. You think about yourself and what multiple projects can do for you compared to what it can do for your business.** Come on, everything is not about you, and although being able to accomplish a lot for your company can make you look good, it would still help if you plan for the good of everyone else.

4. **You overload yourself with too much information** that you fail to distinguish which ones are relevant to your company. Pick out and use only the pertinent information, otherwise you will end up confused and unable to complete your tasks with accuracy.

5. **Distractions can get the best of you.** This means that having a lot of things on your mind can keep you from focusing on your goals. And take note, distractions are not just about other tasks that you have in mind, distractions also include friends, partying too hard and too often and those times that you spend lollygagging during office hours.

6. **Disorganized and dysfunctional work system.** Of course, this is pretty much understandable, considering that fact that having a disorganized system can greatly affect you and your company's productivity.

7. **You get affected by too much negativity** from yourself and other people around you. Obviously, if you let yourself be taken over by all those negative comments such as: you are not good enough for the job, or that you are too much of a perfectionist that you can't seem to focus on what you want and what you have to do. And if you procrastinate too much, this attitude will also pull you down. Besides, making up excuses for not being able to accomplish something is totally wrong.

8. **Too much multitasking and very little single tasking** can seriously affect your productivity. If you are taking in and doing too

many things, you will find yourself being pulled away from your actual goals.

9. **You are too afraid to fail**, that's why you think of several strategies to succeed. But in reality, instead of being led to one major achievement, you end up being a major collector of failed projects and tasks. Failure should not be taken negatively. Failure should be your fuel to propel you towards success.

10. **Lack of strict rules and work ethics**. The thing here is that, you should always have to have a strict set of rules to make sure that you and your team would be able to move according to your original plans.

Certainly, you can add more to this list. Just think about your old work practices that didn't seem to work to your advantage. And now that you know what you have to avoid or what causes you and your work to stagnate, it's up to you to work on things the right way.

# Thirty of the Best Ways to Focus on One Thing at a Time

Focusing on one task at a time can help you get more things done, compared to multitasking that can divide your attention and in the end you will be doing less than what you are supposed or expected to produce.

Now, if you want to be more productive, there are at least 30 ways to practice single tasking - that is focusing on one task at a time.

1. Concentrate and turn off everything that can distract you from completing your task. This includes your mobile phones, contact with people as well as locking your doors until you get your project done.
2. Give yourself a target and a time frame - this will ensure that you are in synch with your schedule. If you are on the right track, you will notice that work gets finished easily and on time.
3. Stop dilly-dallying and work! More often than not, interruption or lack of concentration doesn't come from external factors. These distractions come from you. Convince yourself that it is a must that you complete your task and that you should avoid doing or getting into something that can keep you from single tasking.

4. Post-its are great reminders. If you have a bunch of sticky notes lying around your office, try writing some motivating quotes to keep you focused on one task before moving on to the next. Especially if you are working in front of your computer, stick those notes on your monitor to keep you motivated.

5. Since multi tasking doesn't leave you room to relax, single tasking can give you enough opportunity to stop for breaks. So to take advantage of this privilege, take 10 minute breaks once in a while to refresh your mind and relax your body.

6. Create a vision - of what you would want to accomplish at the end of each task. If you want to succeed in your online marketing business, envision that all your hard work has paid off and that you have gained more online followers and loyal customers and the results will not be far off from what you have planned to achieve.

7. Prepare yourself emotionally. Psych yourself and focus on the task at hand. Just think about the positive results that working on single task can do for your business and your online marketing campaign.

8. Use technology and make it work to your advantage. Since you are in the online marketing business, make use of your tech-skills and come up with a single campaign to promote your business, products and services online.

9. Block out your schedule. Take note of what your project needs and how long it should take you to complete it. Set definite schedules for each part of your task and surely you will find it easier to accomplish.

10. Start fresh every day. And because you are single tasking - which means that you are focusing and doing one task at a time, you will have more room to take breaks and start fresh come every work day. Since you do not feel tired, you be refreshed and ready to face a new day.

11. Accomplish small tasks first. This will give you enough time to do the rest of your tasks without worrying about the minor ones that could disrupt your normal work routine or pattern.

12. Never ever start a new project for your business, unless you are completely sure that the previous one is done. Remember that you should also not think about the remainder of your tasks or taking additional workload that can affect your concentration and productivity.

13. Flexibility is key. Do not force yourself to complete one task if you know that you do not have enough resources to do so. Doing a task haphazardly results to poor quality of work. What you need to do is to try doing as much as you can, and leave the remainder of work for tomorrow, until everything gets done.

14. Stop procrastinating and start working! If you stop making excuses why you were not able to finish your tasks on time, it means that you have the wrong attitude towards work. Instead of making excuses and blaming others, why not focus and start working on one task at a time.

15. Learn to delegate other tasks. While it is important to be efficient, it is also important that show effective management and work focus through assigning or delegating tasks to other members of your team. Note that handling everything on your will ensure that you won't get anything done. Now, if you learn how to properly delegate work, you will see that each employee or person will learn how to focus on one thing and be productive at the same time, including you.

16. Beat laziness. If you are lazy, even if you are doing just one task - to market your business online, you will never get anything done. Stop being a sloth and move quickly but accurately.

17. Keep yourself from feeling rushed or always in a hurry. If all you can think about is break time, as well as the end of your work day - you will not be able to concentrate on your task. Do not rush, take your time and find a comfortable work pace.

18. Avoid information overload. If you keep stuffing your brain with too much information that you may not be able to make use of, the chances of confusion and distraction is extremely high.

Deal with data or information the same way when you eat at a new restaurant. Trying each dish one at a time to completely savor or taste every flavor for better appreciation.

19. Do not force things to happen. Face it, if the only thing that you can think of is to get the job done the soonest time possible, you are forcing a result out of your chosen task. Let things fall in to place by focusing on one aspect of your campaign at a time - completion of your task is just within reach.

20. Be one with your work - this means that both your mind and your body should be really into the project that you need to complete. If you are not grounded, your attention will be divided, your mind and body will not work together.

21. Treat a task as an opportunity to excel and not as a burden. If you keep complaining about your work, you will not be able to focus, and eventually you will give up and the rest of the work for others to finish.

22. Meditate! This helps you concentrate on things more and develop a calmer approach when it comes to dealing with a difficult task. This will improve your concentration "muscles" and will replenish your mind with the right attitude and drive to work harder.

23. Breathe before your start your work. Breathe calmly and properly - this will encourage your mind to relax and take things

one stride at a time. If you come to think of it, breathing becomes forceful, shallow and fast if you feel rushed and if you lack concentration.

24. Create a normal and steady flow of things. This means that you need to plan and follow your plans by the book. This will keep you from stirring away from what you need to do, thus making your work effectively and efficiently.

25. Get plenty of sleep. If your body is well rested, so will your mind be. A well rested mind and body leads to a better attitude towards work. Lack of sleep can make you impatient and in a hurry to finish things which will lead to poor quality of work.

26. Learn how to wait. Take your time and understand that not all things can be done in a snap. Results can or may take time to reflect, so you have to make sure that you wait it out as patiently as possible. Anticipating results is can also keep you from concentrating on what you really have to do.

27. De-clutter your surroundings. It is not just your mind that you need to organize. You also need a more organized work place - imagine trying to get things done but you keep getting held back by the clutter in your office. A clean work area can help you focus on your work more.

28. Find a buddy who can help you get back into focus every time you get distracted. Distractions are unavoidable at times, and

it would be best to have someone to keep you in synch with your goals. Find a member of your team that you can really trust.

29. Read your emails before you start your work. If you do this right in the middle of your work, you will obviously get distracted. The lack of focus will deter you from completing even a single task.

30. Do not be scared to handle one task. Do you know the reason why people handle too many things at the same time? Aside from the fact that multi tasking can help show how productive a person is, it's also because some people are scared of failing altogether. But you know, if you handle and focus on just one task, it will help you do your best and your undivided attention can almost guarantee that your chances of succeeding will be extremely high.

Finding your focus is never easy, that is if you do not have the right attitude and mindset. However, if you put your mind to it, you will be able to completely focus on the important things first before jumping on to the next one.

# A Simpler Approach To Improving Concentration

It is quite obvious that concentrating on a single task before moving on to the next one would be a great help in achieving your business goals. And improving your ability to concentrate and focus should be your priority if you really want to get somewhere.

The trick here is to perform a few easy steps to practice and improve your focus and concentration and these simple steps would surely make a believer out of you; that focusing on one thing can prove beneficial to your business.

1. Eat healthy. Having a healthy and balanced diet can improve your body as well as your mind. And a healthy mind leads to better focus and concentration.
2. Learn to work alone from time to time. This doesn't mean that you have to be a loner and ignore your workmates, but trying to work on your own sometimes can definitely work on your concentration. So go ahead and be a hermit for a day or two.
3. Learn how to be patient. Patience can do you a lot of good things - one of which is staying focused and on top of your tasks. This trait or attitude is perfect if you want get things done and at the same time learning how to accept that some tasks cannot be done in a flash.

4. Learn how to make and work using lists. Creating a checklist of every part of your task that you need to accomplish for the day, and tick off each task that you have completed. This way you will have an idea of how far you have gone through your work day and how many tasks you have left to finish.

5. Stay calm. If you keep stressing out on things, you will completely lose control and will start to panic. And you know what panicking does to you right? You can and will never get anything finished on time and of quality.

## Daily focus exercises

Yes, even your daily activities can help you practice and improve your focus. From waking up in the morning until you go to bed at night, such activities which are considered to be part of your everyday routine, are designed to keep your focus up, without you knowing it.

- Drinking a cup of coffee or tea - simple isn't it? Well, if you come to think of it, this uber simple thing can improve your concentration. How? Imagine yourself sipping a piping hot of freshly brewed coffee, your mind goes blank and your full attention is on that steaming cup of divine goodness. That is concentration!
- Reading a good book - of course, this is pretty much understandable why this activity can help you maintain or keep your focus. For one thing, you cannot read and absorb everything that's in the book if you are also watching TV or cross stitching at the same time, right? If you need to read, just read and let go of other distractions.
- Cleaning up your room or the house. This activity seems normal and so easy to do that some people would think that accomplishing this doesn't really need a genius mind or one's concentration. But look at it this way, cleaning your room or your entire house for example, would not be easy if you do not concentrate on what you are doing. For example: would you be

able to know where you will put all your stray stuff and keep things organized if you do not think of it in the first place? The same goes with doing a task related to your business. If you do not stop to think and focus on the task, then you will not get anything accomplished come end of work day.

- Eating a meal. Although, due to the fast paced lifestyle that you and other working individuals live by today, it is quite impossible to focus on your meals without thinking of the things that you need to work on for the day or the week. One thing that you must consider is that even the simple act of eating a meal can help you achieve more at work compared to when you eat and work at the same time. Eat first, and then work later. This should be a practice - to avoid too much multi tasking, lack of concentration and choking on the food that you are eating.

- Hand washing. Remember the proper way to wash your hands thoroughly? Sing the happy birthday song while washing your hands, and you are already showing focus and concentration without even realizing that you are already making progress.

- Bake a cake - or any pastry for that matter. This would not work if you do not concentrate and focus on creating tasty treats. If you are watching TV or talking on the phone while trying to whip up batches of cupcakes, think again. Multi tasking in this type of task will not help you measure out ingredients well and mix the batter properly.

- Yoga. Yes! Not only will you lose the weight that you have so much wanted to get rid of, you will also learn to meditate and concentrate on the present. Yoga can help clear your mind from clutter and other forms of distractions, so make sure that you try a few moves at home or better yet enroll in one of those Yoga fitness studios.

- Writing a letter, a story or poem. Writing is a skill that requires focus and your undivided attention. You may listen to smooth jazzy music of course, but if you are determined to write something good, try to work quietly, avoid talking to other people, or watching movies on DVD - things that are proven to be the highest forms of distractions and breakers of concentration.

- Humming. This is not just a form of past time, it is also a form of therapy. Humming can clear your mind and lets your mind and body to relax; just like when you meditate or do yoga.

- Exercises. A sloppy concentration definitely needs help. Exercise, at least 20 to 30 minutes a day can definitely refresh your mind and body.

## Identifying Distractions at Work

Of course, no matter how hard you try to concentrate on doing one thing before moving on to your next tasks, you have to admit that there are a bunch of distractions, whether you are working in an office environment or doing freelance work at home.

The best thing to do, before finding out the proper way to mono or single task is to identify which distractions can really affect your ability to focus on one job at a time and keep yourself from multitasking.

# Top Workplace Distractions

1. Over eagerness to get the job done. We would understand that you may want to always put your best foot forward every single time - for your boss to notice that you are willing to do anything and everything to promote your business online. However, if you keep taking task after task without accomplishing anything, this move can prove detrimental to your work and business. Do not get too eager to show off, because this attitude will only distract you from completing your assigned task.

2. Fear can also be considered a distraction and the cause for you to lose your focus on your work. It is normal to feel scared, but letting the fear take over your work is a big "no, no" in any type of work environment.

3. Inability to manage your time properly. This will completely distract you from meeting your deadline. Proper time management is perfect to set your plans in motion.

4. Moving on to managing your work day activities: even constantly checking your email can distract you from your work. Even checking your favorite social networking media sites are also a distraction.

5. People in your workplace or at home can deter you from completing your tasks on time. Chit chats in between tasks,

although can get your mind off the stress and pressure of work, can and will take a lot of your time, especially when the topic of conversation gets a bit juicy.

6. Digital devices such as your multi-media players, tablets, mobile phones, laptops and other gadgets can sometimes or often times the cause of delay. You wouldn't want to hear an excuse that your employee was kept busy by a 30 minute phone call as the reason why he or she was not able to turn in her report on time, would you?

7. Thinking too much. Come on, if you keep thinking way too much and wandering off into lala land, day dreaming or coming up with ideas irrelevant to your tasks, you will not get anything done, that's for sure.

8. Anxiety and the pressure of handling too much tasks are two of the major culprits when it comes to working on projects and campaigns. If the pressure of then work at hand distracts you, then it would be safe to say that you can kiss work completion good bye.

9. Who wants to take in more work in the first place? Well, aside from the control freaks and the over eager employees, no one wants to be swamped with tasks that they know they can handle. But if you keep avoiding being given any task at all, then that would be a huge problem for you, your stay in the office and of course your business.

10. Lack of a sense of direction. Even if you are working on a single task or taking 10 tasks at the same time, you would need some sort of direction or the right mindset to make things work.

# Ways to Avoid Multi Tasking

Part of the top work place distractions is multi tasking or deciding to take on a lot of tasks - more than one can handle. Let's face it, being too eager to take on more than what you can actually do can keep you from focusing on one task and being successful at it.

If you are willing to give up on excessive multitasking, here are some tips on how you can avoid it and just work on a single task to market your business online.

## **Try the Pomodoro Technique**

What is the Pomodoro technique and how will it keep you from multi tasking?

A few years ago, several health experts have conducted a study on people or subjects to prove that multi tasking affects people's brain and brain activity in a very bad way. This is why the Pomodoro Technique was developed: to help people focus more on doing one thing and at the same time produce top class work in the end.

The concept of this technique is pretty simple, with only a few steps to do and observe to make this work for you or for anyone who would like to get things done, one job at a time. As a matter of fact, there are 5 easy steps to complete that's included in the Pomodoro technique:

Step 1. You must select or choose the task that you really want to accomplish. You can do so by listing down all the tasks that you need done for the week and identify which one is of greater importance. The rest of the tasks should be saved for another time or day.

Step 2. Using your alarm clock or stop watch, set it for 25 minutes and you may begin your task. Focus on accomplishing as much as you can for twenty five minutes; until the alarm goes off.

Step 3. After your 25 minutes are up, make sure to take a break for about five (5) minutes. Taking breaks in between work can refresh your mind and keep your focus and concentration going for many hours. Aside from this, you will not easily feel burnt out.

Step 4. Make sure to repeat steps one until three for as much or as often as four cycles. Scheduling your tasks will work perfectly, especially if your task is a bit draining or heavy.

Step 5. Continue to work on the process for 4 times or until your work is done. Rest for 25 minutes and you may begin another cycle on another type of task.

These steps are indeed simple, easy to follow but those people who have tried using the technique can attest that the technique really works, especially for those who keep getting distracted by outside forces such as time, people and extra work. Aside from this the Pomodoro technique is easy to memorize, and the more

your follow the steps, the more each part of the technique becomes a part of you.

Soon, you will notice that you are getting more things done compared to when you are cramming and swamped with work and extracurricular activities at home or in the office. And soon, the technique will be completely part of your daily work routine.

### **Other methods of avoiding multitasking would be**

One would be: understanding the negative effects of multitasking. Knowledge about this would help convince you that it would be better to focus on doing one thing compared to doing two or more tasks at the same time. And once you know all these, you may now start avoiding all opportunities to multi task and other forms of work distractions.

Set your sites on a goal. For a businessman or a professional like you, it would help if you have a goal to keep you motivated to do good when it comes to online marketing and other ad strategies. If you have a purpose, you will understand that you have to stay focused on one campaign to achieve success before moving on to the next one.

Set up a specific time when you need to focus on your work and not mingle and converse with the people around you, or check your email, cell phone and gadgets. This should be your work time and should not let any other distractions keep you from leaving

your desk to do other things.

Prioritize your tasks. Like in the Pomodoro technique, you have to identify which task needs your attention first. If you feel that working on an a new online marketing campaign is more important, then by all means work on that first, and as soon as you complete than, then It's time to move on to another task that's waiting for you.

## Conclusion

At the end of the day, learning how to prioritize and focus on a single task can do wonders for you and your business. And contrary to what other people think, single tasking is pretty easy to do. It may not look easy in the beginning, but once you start working on one task at a time, you will realize that this new move has done wonders for your career and business.

So don't be too hard on yourself, stop proving that you can do a lot by taking on more tasks, because eventually, if you really want to get things done on time and with quality, try working on one important task and wait until it has been complete and approved before walking towards the new tasks section of your office. Relax! You definitely deserve a break from time to time.

To sum up everything about this report, single tasking can get you do more things compared to multi tasking which will only let your start on several things at the same time, without the promise of completion and a sense of accomplishment. You can also do things easily, because you are not stressed, pressured and in a hurry. And lastly, working on one task at a time, can give you a more positive vibe or aura. This means that you will always be a delight to deal and work with compared to when you were buried neck deep in tasks, stress and trying to beat deadlines.

# Resources

## [Make Money Where the ELITE Affiliate Marketers Live](#)

Join Over 1.3 Million Aspiring and Highly Successful Internet Entrepreneurs!

## [Turn Your Passion Into A Thriving Business](#)

Build Stunning Money Making Websites For Free

## [Do It Right. Money Will Follow.](#)

Get FREE Leads In 7 Proven Ways!

## [Make Your Keywords Make You Money](#)

Not Everything Online Is Made Equal!

## [iWriter - A Modern Article Writer Service](#)

iWriter is the fastest, easiest and most reliable way to have content written for your website.

## [The Best Affiliate Marketing Programs Are ...](#)

Make Money Reviews, Polls, Advice, Help And FREE Stuff