

JUGGLING IT ALL WITHOUT DROPPING THE BALL

WEBINAR NOTES

Multitasking = task _____

When you task switch:

- The task takes _____.
- You make more _____.
- You lose _____ of productivity.

Batchworking is getting all _____ tasks done during one chunk of _____.

3 Keys to batchworking:

1. Plan a place and _____.
2. Create clear _____.
3. _____ yourself.