

# Monotasking in a Nutshell

From Procrastination to Productivity by Cutting Down On Tasks To Do

Check all statements below that you consider as recurring time robbers in your current workplace.

- Task switching.
- Too many stakeholders.
- Urgent tasks.
- Three-hour meetings without breaks.
- Uninspiring mornings.
- Noisy colleagues.
- Incomplete work.
- Everyday administration.
- Perfectionism.
- Long-term planning.
- Information is hard to find.
- High responsibility and low authority.
- Impromptu tasks.
- Delayed decisions.
- Afraid to oppose management.
- Lack of privacy.
- Lack of exercise facilities.
- Blame games.
- Going from one crisis to another.
- Emerging deadlines.

Kick start

Version 1.4

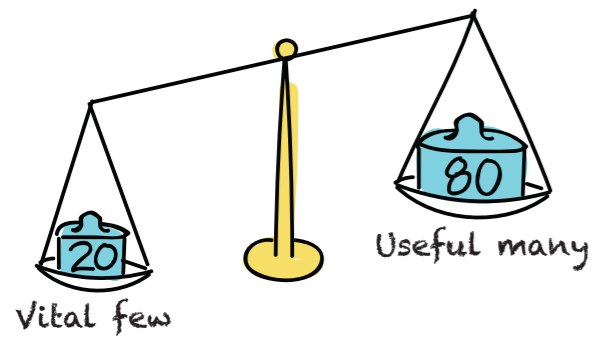
## Why Monotasking?

The Human Brain Can Only Focus on One Thing at a Time



To be able to do both, the brain must do task switching. We cannot do both things at the same time.

## Useful Many but Vital Few



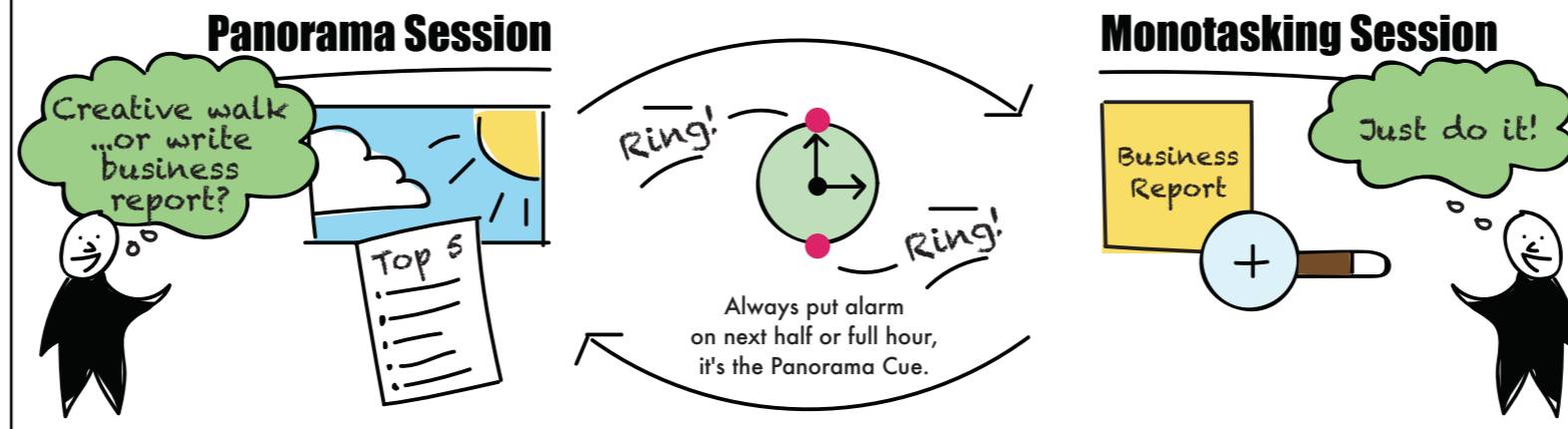
## Time Spent on Switching Time and Multiple Projects



Poster by:  
mia.kolmodin@dandypeople.com  
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**DANDY PEOPLE**

## Ways of Working



## Helps to handle Attention Problems

### Casual Visitor

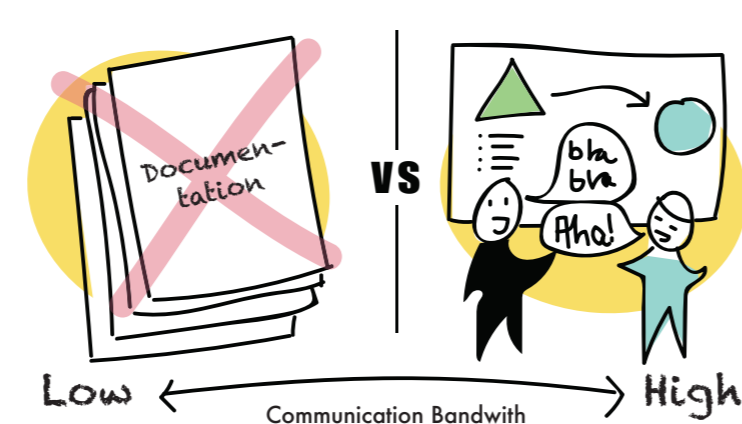


### Notification Celibacy

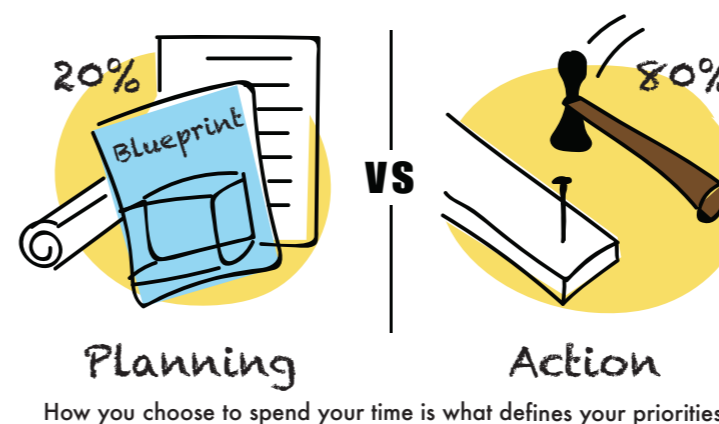


A case study by the Danwood Group found that on average it takes more than a minute to recover to the same speed after seeing an email. And the majority of all emails were viewed within six seconds.

## Get Valuable Feedback



## Prioritize for Action



## Concepts

### My Short List

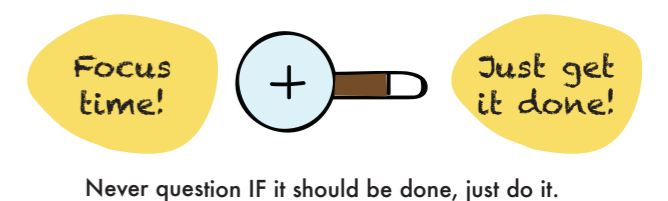


### My Panorama Session

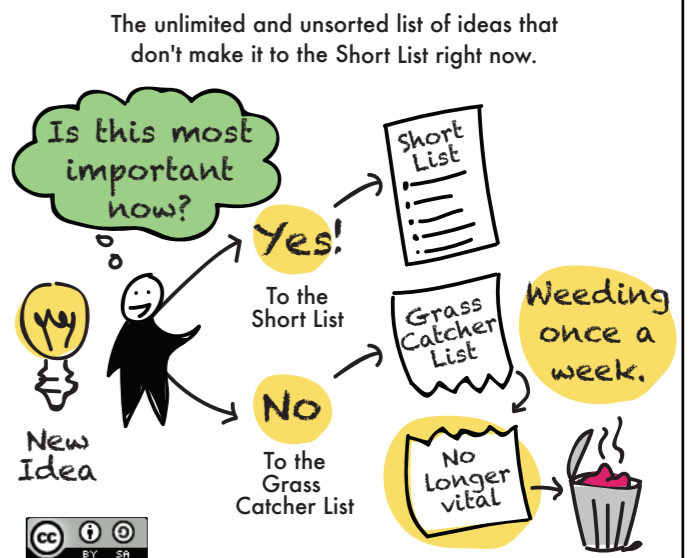


What are the things of value I could do now? Take a look at the Short List and pick one task.

### My Monotasking Session



### My Grass Catcher List



Monotasking, the method by:  
Staffan Nöteberg. For the latest news on the monotasking method and book, please visit <http://monotasking.blog>