

KEY TAKEAWAYS

- Don't confuse motion with progress.
- When we multitask, we put everyone else's needs first.
- A concentrated effort is more effective than bouncing back and forth between tasks
- When the entire day is spent multitasking, only small tasks get done.

KEY TAKEAWAYS

- We are not capable of processing more than one emotion at a time
- When we multitask, we context switch and greatly lose productivity during these context switches.
- We believe we're focusing on everything, but in reality, we focus on nothing.
- Multitasking causes anxiety because you're always on the edge as if you're going to miss something.
- Anxiety prevents us from doing our best work because we're preoccupied with whatever stresses us.