

## Aligning Priorities Overview Summary

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### Multi-Tasking

The first part of this lesson addresses the “Myth of Multi-Tasking” and includes a number of important points:

- Demands for our time often far outpace our ability to deliver.
- In response, many people turn to multi-tasking as a way to increase their productivity.
- In fact, multi-tasking for cognitive tasks is more myth than truth
  - Switching between tasks takes a little bit of time and energy
  - Ultimately, tasks take longer
  - The switching process makes it harder to stay focused
  - The quality of work typically suffers

### Proactive Behavior

The volume of demands for our time can influence us to be reactive which breeds a sense of helplessness. A more proactive approach is based on thoughtful analysis and an effort to focus on where you can make the biggest impact. It helps avoid crisis management by considering the context or broader picture of decisions and demands for our time and responding appropriately. Maintaining a proactive approach requires:

- A clear system for prioritizing
- An approach for staying focused on what’s important
- A way to ensure things don’t fall through the cracks