

How to improve your multitasking profile at work

Take an overall view

Make a list, graph or calendar to organise yourself and set a timetable.

Talk to your colleagues

Collaborate with other people to better organise which tasks to tackle at any given time and who can do them.

Prioritise tasks

Put them in order of importance: Decide which is the most urgent and concentrate on it (bear in mind the time and effort).

Set limits

Know your own limits to avoid getting overwhelmed and manage your time better as well as your tasks.

Pursue goals

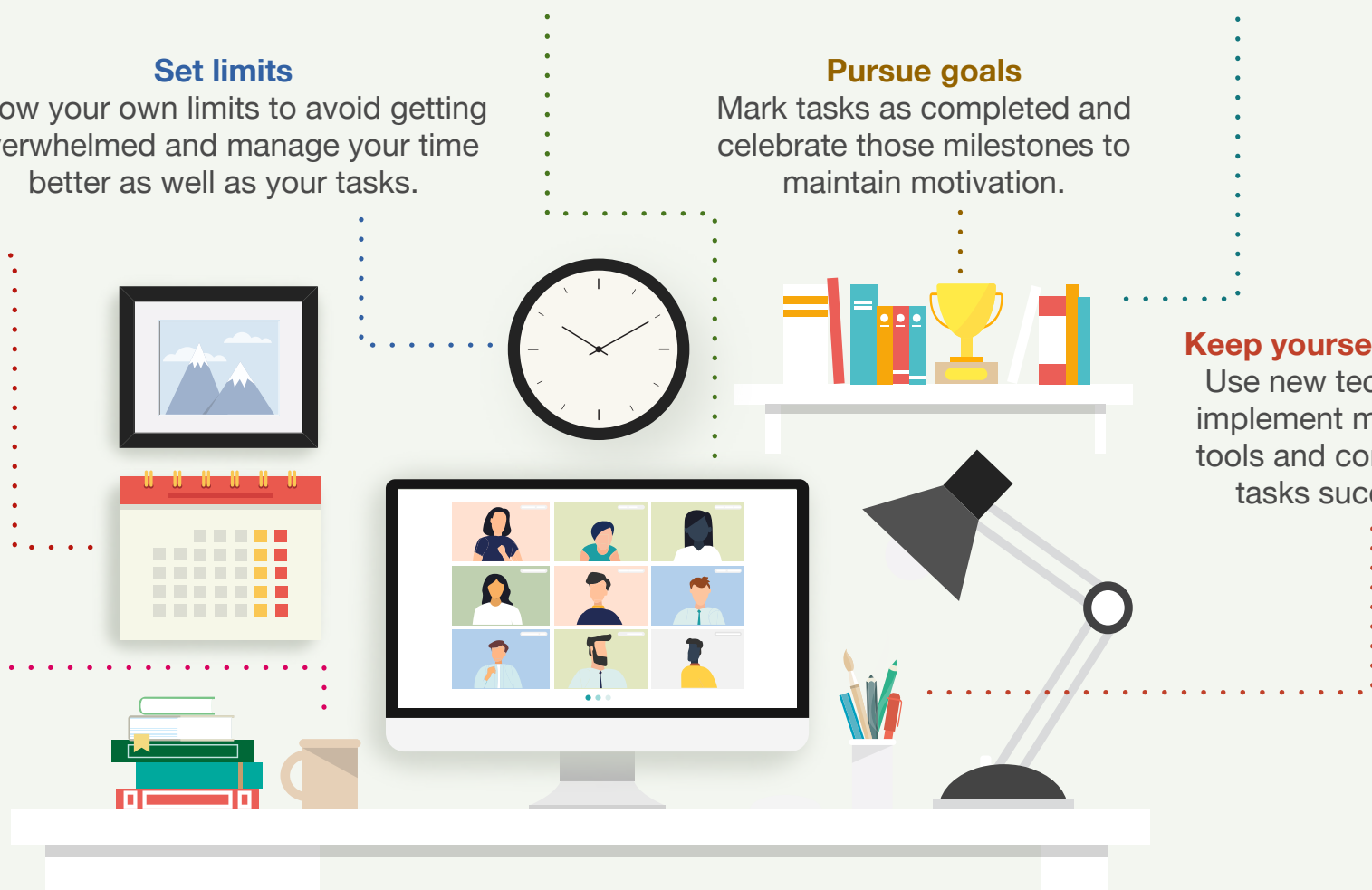
Mark tasks as completed and celebrate those milestones to maintain motivation.

Take breaks

Multitasking requires a big mental effort, so it is healthy to stop for a few minutes and disconnect.

Keep yourself organised

Use new technology to implement management tools and complete your tasks successfully.



Source: Ganttic.