

Monotasking vs Multitasking

Monotasking

- Monotasking is marked by **deep focus and concentration** on a single activity
- **Monotasking takes active effort** because multitasking is the brain's preferred way to get things done
- A workday based around monotasking is more likely to be **proactive, rather than reactive**



Multitasking

- "Task switching," or jumping between tasks, **lowers productivity**
- Simultaneous activities that use different senses (like running + listening to a podcast) is a **"positive" form of multitasking**
- One study showed **meditation can help lower stress** among multitaskers

