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.