Head Hacking
Gaining Time
Big changes
40
Do important
Cut time wasters
Efficiency
Multitasking
Unimportant > Important
Family
A wild Rattata appeared!
Sucker for irrelevancy
Multitasking wastes time
Grab a Pen
Draw 2 lines
Line 1: I am a great multitasker
Line 2: 1 2 3 4 5 6 7 8 9 10... 20
Let's do it again, BUT alternate lines
I, 1, a, 2, m, 3, a, 4, ...
Multitaskers can't filter out irrelevancy

http://www.npr.org/2013/05/10/182861382/the-myth-of-multitasking
Can't manage a working memory

http://www.npr.org/2013/05/10/182861382/the-myth-of-multitasking
Chronically distracted

http://www.npr.org/2013/05/10/182861382/the-myth-of-multitasking
>50% of people always respond to email "immediately" or as soon as possible

21% admitting they would interrupt a meeting to do so

http://news.bbc.co.uk/2/hi/uk_news/4471607.stm
Email distraction is a 10-point drop in IQ
Smoking weed, only 5 IQ points

Missing an entire night sleep
"Some evidence that there's a very, very, very, very, very small group of people who can do two tasks at one time"

Clifford Nass, Professor of Psychology, Stanford

http://www.npr.org/2013/05/10/182861382/the-myth-of-multitasking
1 in 40 are super taskers
(2 tasks)

https://www.psychologytoday.com/articles/201401/meet-the-super-taskers
"There's actually no evidence that anyone can do ... three"

Clifford Nass, Professor of Psychology, Stanford

http://www.npr.org/2013/05/10/182861382/the-myth-of-multitasking
Students given complicated math
40% slower when multitasking

Journal Of Experimental Psychology

Negative physical effect, release of stress hormones and adrenaline

Journal Of Experimental Psychology

Vicious Cycle
Multi-tasking
Take longer to get things done
Feel stressed
Compelled to multi-task more
In contrast to almost everything else in your life, the more you multitask, the worse you are at it. Practice, in this case, works against you.

Harvard Business Review

https://hbr.org/2010/05/how-and-why-to-stop-multitaski
How to stop
Turn off notifications

Push notifications are as distracting as phone calls

Set an interval for email
Lists on paper

Work on focus
Cardio, not Caffeine

https://www.huffingtonpost.com/2013/08/28/how-to-focus_n_3795523.html
Sleep

https://www.huffingtonpost.com/2013/08/28/how-to-focus_n_3795523.html
Drink more water

https://www.huffingtonpost.com/2013/08/28/how-to-focus_n_3795523.html
Schedule your work time
Use effective communication
Chat / Text
Help yourself
Help others
Write better email
I would have written a shorter letter *email*, but I did not have the time.

Blaise Pascal
http://three.sentenc.es
BLUF
Bottom Line Up Front
Hey! Here’s a quick recap of our conversation—plus two questions for you at the end. I’d love to receive your responses by this Wednesday so that we can keep moving forward on schedule.
Don't be an @$$$
Minimized invitees
Present findings
Meetings aren't spaghetti
Quit throwing people against the wall
Agenda
Other time savers
Myth of the hour
Remove stupid crap
Facebook
50 minutes / day

5% happier (Copenhagen)
8% happier (Israel)
Results
Lovely
Reduced patience for time wasters
Focused work
Slam through email
Focus on enjoyable things
No one will ever remember you didn't write that book

Someone might remember you didn't answer an email
Focus on important
Fail, a lot
Help others
Share