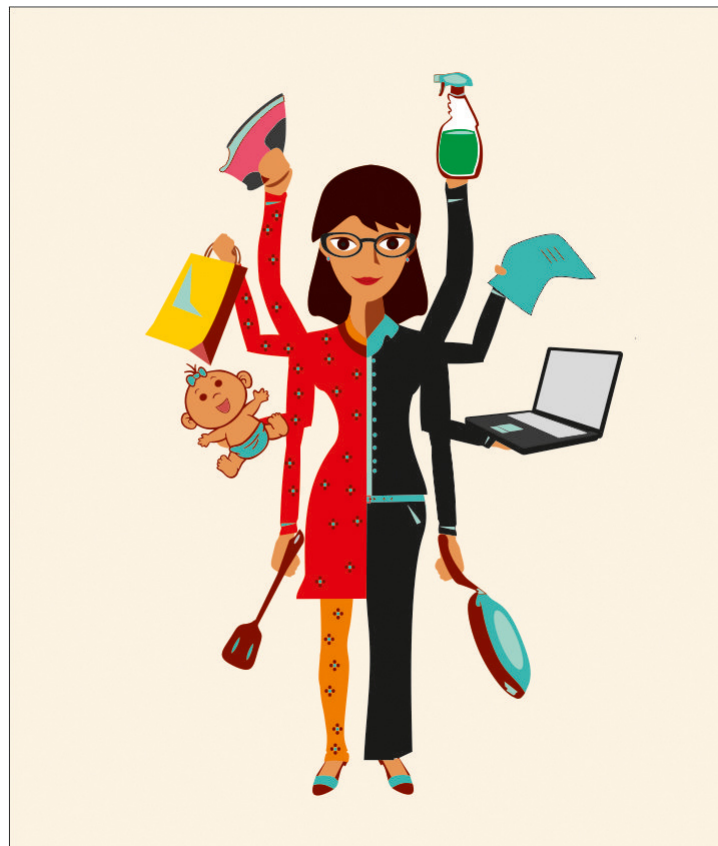


# 21 Multitasking Hacks to boost your Productivity

- By Sonal Wadhwa



There are so many studies that have shown that a person in general is wired to handle multiple tasks at one time.

You effortlessly take the role of a Mom/Father, a Wife/Husband, a working professional, a Business Woman/Man, or any of the other limitless titles during the day.

But there are times when we feel overwhelmed by all the tasks that we need to get done, while the time never seems to be enough.

It becomes difficult to get everything done on our plate, if we focus on only one thing at a time, and there it becomes important for us to MULTITASK.

Some research shows that multitasking can hamper productivity and brain development, and I agree it is true for some areas within our life:

- for eg, you cannot drive and work on a laptop at the same time
- you cannot hear a podcast and attend an office meeting at the same time

However, you can listen to podcasts while cooking, or taking a bath, isn't it?

You do not have to necessarily sit still while listening to a song or podcast...you can move around and get things done!

There is so much time you can save if you just club productive and non-productive tasks together - and that is the art of clever multitasking and getting a lot more things done in the same limited time.

Let's get started on what you can do to become effective at multitasking:

## 1. Create a To-Do List

Organise tasks into a to-do list to keep track of what needs to be done.

Creating a list declutters your mind where it does not have to remember everything and can focus only on things that really matter.

## 2. Learn the art of prioritising

Identify the most important tasks and focus on those first.

Identify what are your peak productive hours and finish the most difficult tasks then - so that you are left with only the easy ones which can be done later even when you are low on energy. Eating the biggest frog will ensure you feel proud of yourself having accomplished more in less time.

## 3. Combine Activities

- Find opportunities to combine tasks, such as listening to educational podcasts while exercising.
- Listening to songs or watching videos while cleaning/ cooking
- Singing a poem to keep your child engaged via you do the laundry
- Reading a book while feeding your child or making them go to sleep

You get the hang right, you have it in you to do multiple tasks together, you just need to be open to the possibility of it and combine tasks whenever you get a chance. Doing only one thing at a time no more has to be the case.

## 4. Utilise Commute Time and Waiting Time

- If possible, use commuting time for tasks like listening to educational materials or catching up on emails.
- Use it to read books
- For eg , I shoot videos for Instagram reels whenever I get a chance during the week, and use my commute time to edit those videos
- I hate waiting - be it for a train, or at a doctor for appointment, or for a friend I am supposed to meet - I use that time to read an ebook - if I am not carrying a physical book at that time
- Also, I keep some Netflix series downloaded on my phone for times when I am waiting or traveling and want to use it

- You can even make use of time spent waiting by checking emails or making quick phone calls.

## **5. Declutter your space - Organise and Keep surroundings clean**

Establish a dedicated, organised workspace to minimise distractions and improve concentration.

At times if your surroundings are not clean, you get tempted in between work to first sort that out, and then before you are even aware you have wasted your precious few peak productive hrs in low energy tasks that were not so important.

## **6. Me Time - Practice self care**

Take care of yourself to ensure you have the energy and focus needed for multitasking. Your 'me' time ensures you don't feel exhausted at the end of the day knowing you were too busy to give any time to yourself. Use this time to not do anything, if you like that, or to do something you absolutely love, something which gives you the most positive feel you want and helps you look forward to the rest of the day.

## **7. Two-Minute Rule**

- If a task takes less than two minutes, do it immediately rather than postponing it.
- We tend to keep stacking small small tasks that we think we will do later.
- And then at the end of the day there are 100 such things waiting to be done which then get postponed.
- This reduces our productivity because we are constantly worried that there is so much that still needs to be done. Finish small tasks right away.

## **8. Take a break**

Take small frequent breaks to avoid burnout. Short breaks can refresh your mind and improve overall productivity. Do not start watching a series or Social media in your break, because that is an endless loop and before you even know you will have wasted hours doing absolutely nothing and then feeling guilty to have taken a break.

Rather, take a break to grab a tea/coffee, a small walk, drink water, go to the washroom, do some physical activity, read a few pages, etc. Do not drop your focus during the break.

## **9. Take good sleep**

A bad sleep or a disturbed sleep at night means the next day will be low on productivity.

You may be irritated, unable to gather the attention and focus that is required to complete the tasks and leave alone multitasking, this often hampers doing even 1 task at a time properly.

Thus, never ever compromise on a good night's sleep to do the maximum done on the next day.

## 10. Social Media Time Limits

- Set specific time limits for social media to avoid unnecessary distractions.
- We tend to often see our phone in between tasks and in no time we have wasted hrs - rather schedule distraction

## 11. Set aside focused time and limit distractions

Minimise distractions to maintain concentration on the task at hand. It may be keeping the internet off in your phone....this has worked wonders for me since I started doing it.

There is no buzz, or constant notifications coming and tempting me to look at them.

Sometimes my husband gets irritated and say - why did you not revert back earlier or that who keeps their internet closed for so many hrs, well I do - because I don't want constant interruptions.... If something is too urgent, they will anyway call me and I will be available.

## 12. Eat energy snacks in between work

Eat not junk, but energy snacks - for eg- nuts, or fruits or healthy bars - this will keep you moving and you do not get distracted to take food breaks or munch on unhealthy snacks in between work.

## 13. Drink lots of water

Water keeps you feel full - but is not heavy on your stomach.

Thus you don't crave food, and can instead focus on your work at hand without feeling like eating every now and then.

## 14. Be physically active - this keeps your energy high

If your work requires you to sit for long durations, get up and move every 30-40 mins....if only for a minute, but it immediately changes your energy and you get boosted and look forward to the next 30-40 mins of work.

It stretches your hands and legs, which is a necessary exercise to be done multiple times in a day.

## 15. Keep mind free for important decisions only

Do not spend too much time everyday deciding what to wear, what to cook - make these decisions together at the start of the week so that you can rather focus on more important things in the day.

You only can take limited good decisions in a day, do not waste them on petty matters, rather take important life altering ones.

## 16. Delegate as much as possible

Pro tip - Time is the biggest and costliest commodity you own. You can afford to lose money but never play around with your time. In the attempt to save money, people often end up doing everything themselves and waste their life away into unnecessary low ticket tasks.

There are things which do not need your attention - Delegate those tasks to others so that they can handle them and this will lighten your load and help you use your time on only important things.

## 17. Use Visual Aids

- Visual tools, like calendars and charts, can help you stay organised.
- Use productivity apps and tools to stay organised.

## 18. Practice Mindfulness

- Stay present in the moment to enhance focus and reduce stress
- Meditation is the perfect way for you to help stay more focused and understand your inner emotions better

## 19. Use Time Blocks:

- Allocate specific time blocks for different tasks to maintain focus
- Don't just start doing things at random whatever comes first to your mind - this can be a big time killer

## 20. Create a "Parking Lot":

- Keep a notepad or digital document for ideas or tasks that come to mind during focused work but aren't urgent.
- Do not start doing them in between important tasks at random, just make a note so that you can do them later and do not have to strain your mind into remembering them

## 21. Mind Mapping:

- Use mind maps to visually organise thoughts and ideas for projects.
- I use Mind map to create my courses, to create my content, to bring my ideas on paper in the form of a visual representation
- Everything I have free flowing ideas in my mind, such as when I was writing this ebook, I jotted the pointers first on a Mind map before actually bringing them into form - this has been a life saver for me.

One last thought: Do remember not all multitasking is good. Safety also takes priority at some places – for instance, no texting or reading while driving.

But do remember to utilise multitasking to make the best possible use of your time.

Remember, not every hack will work for everyone, so it's essential to experiment and find what combination of strategies fits your unique preferences and work style.

## Have fun multitasking!

I would love to know which one you found the most effective for yourself.

Sonal 

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