



## Retrain Your Brain

Have you ever had your computer lock up when you're running too many programs at once? Our brains tend to do the same thing.

Researchers have concluded that **multi-tasking** is not only difficult to do, it can make it nearly impossible to learn new information. Some studies have gone so far as to state that multi-tasking is doing two jobs at the same time, both poorly.

That's because we're not working on things simultaneously, but rather toggling back and forth. This causes us to start and refocus over and over again, which wastes even more time and increases the risk of error. It takes time for your brain to adjust to a shift in focus. [Learn more about developing a single tasking habit.](#)



### Single Tasking Tips:

- Let go of the idea that the more we tackle at any given time, the more productive we are or will be.
- Keep a to-do list open on your computer so as new ideas or tasks pop into your focus, they can be quickly and easily jotted down for evaluation and implementation at a later time.
- Turn off email notifications so that curiosity doesn't take you off course.
- Better yet - don't keep your email always open. Instead, check it when you've completed a task or at pre-determined times throughout the day.

**DO  
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FOCUS  
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