

The Art—and the Payoff—of Doing One Thing at a Time

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We are constantly bombarded by messages that say "it is okay to multitask." CNN has a scrolling news feed in addition to sidebars of information that appear while the reporter is still talking. Smart phones alert you constantly that you have a text message, an email, a tweet, and even the occasional phone call.

Do these constant updates really mean that you're more in touch and getting more done throughout the day—or **do these distractions leave you feeling like you're just running around putting out fires** instead of actually accomplishing what's on your to-do list?

Stop chasing the next distraction and start getting more meaningful work done. **Join professional speaker and mega-author Jeff Davidson for a riveting session about why it's so important to get back to the fundamental notion of doing one thing at a time.**

You may think you're accomplishing more in a day—but every time you have to change gears between tasks, **you can waste as much as 20 minutes refocusing your attention** on what you're trying to finish. Studies also show that multi-tasking has other pitfalls too, including that **your execution gets sloppy**, while your overall effectiveness declines.

When you slow down and focus on the task at hand, you'll actually find that you progress at an optimal pace for consistent execution—and better overall results.

You may feel sometimes like multi-tasking buys you some time, getting a little bit done on every task. But in reality, nothing is fully completed. **Sign up today** for strategies and techniques for increasing your attention, ignoring the distractions—and **reclaiming your day, your schedule and your productivity** by doing one thing at a time.

Learning Objectives:

- Why the illusion of multitasking makes us think we're getting a lot done
- How a few simple changes can transform your environment and help you focus on the task at hand
- Which tasks in particular demand your undivided attention?
- 3 ways to ensure that you continually practice the art of doing only one thing at a time
- Helping your staff and co-workers develop the skills to focus on one thing at a time
- The intriguing and practical concept of completions—and how to use it to facilitate your progress

Presented By:

Jeff Davidson Breathing Space

Jeff Davidson can move an audience like few others. Jeff offers dynamic learning keynotes and seminar presentations by combining outstanding content with humor, flair, and inspiration to help listeners manage information and communication overload. Jeff supercharges his audiences to take action. He is known as "The Work-Life Balance Expert®," has written 56 mainstream books, is a pre-eminent authority on time management, and is an electrifying professional speaker, making nearly 800 presentations since 1985 to clients such as Kaiser Permanente, IBM, American Express, Lufthansa, Swissotel, America Online, Re/Max, USAA, Worthington Steel, and the World Bank. He is the author of *Breathing Space*, *Simpler Living* and *Complete Idiot's Guide to Managing Your Time*. His 60-Second Series with Adams Media, including *60-Second Organizer*, *60-Second Self-Starter*, and *60-Second Innovator*, are popular titles in China, Japan, Malaysia, Indonesia, Russia, Turkey, Saudi Arabia, Italy, Poland, Spain, France, and Brazil.