

# Doug Ringer

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## **Minimizing Multitasking**

- ✓ Schedule time on your calendar to concentrate on project tasks
- ✓ Turn off or mute phones
  - send calls to voicemail
- ✓ Turn off e-mail application or at least the automatic notifications
- ✓ Use music to help focus
  - Headphones or earbuds
  - A quiet, distraction-free environment is better
- ✓ Clear desk of all items not needed for current task