



OCTOBER 2023

# TOOLBOX TALKS

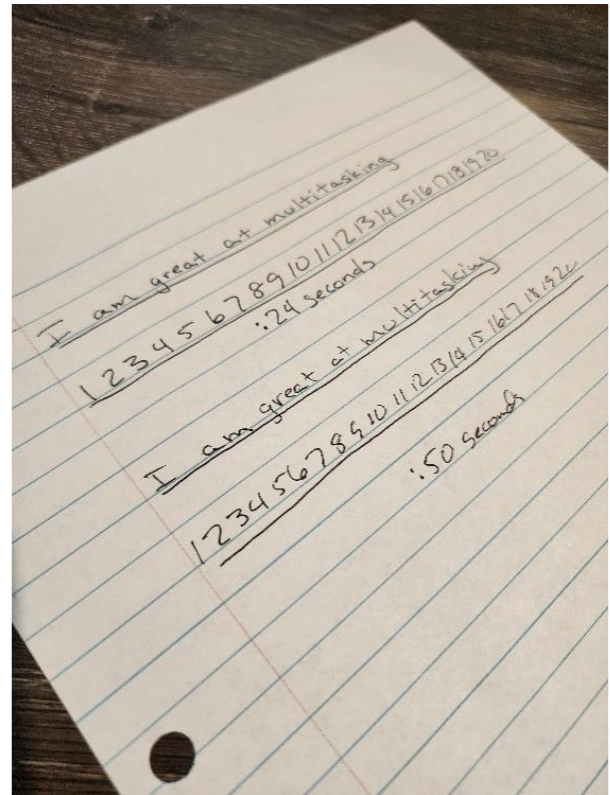
## Multi-Tasking

Multi-tasking or attempting to perform two different tasks simultaneously is attempted every single day. The fact is, attempting to perform even two different tasks as once is impossible. We often think of talking on the phone and driving as a multi-tasking ability. In reality you are either doing one or the other, but never both as well as if you were focused on just one.

Statistics indicate multitasking related incidents, distractions contribute up to 26% of work related fatalities a year. We have all probably had to turn down the radio in heavy traffic, or ask someone to be quiet while you are trying to troubleshoot a technical problem. This is proof that our brain is incapable of focusing on multiple tasks at the same time.

One of the best ways to show a person they are not good at multi-tasking is to show them. As a test, write a brief sentence "I am great at multi-tasking" below that write out 1, 2, 3, all the way to 20, time them writing out both. For the second part of this test have them write one letter from the first sentence than one letter from the number sequence, alternating throughout the entire sentence and numbers.

This will probably take any person more than double the time to complete even though you are writing the same amount of letters and numbers. This is because people are incapable of multi-tasking. Shifting from letters to number up and down causes the brain confusion and ultimately slowing the progress of the person to complete the test. This also proves that in addition to breaking our concentration it adds more than double the time to complete a simple task.



So what do we do? Simply putting your phone away when performing activities that require concentration is one! Keep that phone in your lunch box or nearby but out of sight will help. During technical work keep the conversations unrelated to the task being performed to a minimum. Understanding what someone is saying and focusing on the task at hand are two separate tasks and require individual attention...make the time for each separately!

**When do you find yourself multi-tasking?**

**What are the reasons would you say you multi-task?**

