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AUPN'S
Leadership Minute

*Multitasking for the
Neurology Leader: Keeping
All the Balls in the Air*



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Leadership Minute Podcast Episode Description

- Leaders often have to complete multiple tasks in a short period of time. This episode provides strategies and tips to improve your multitasking skills while maintaining a healthy work-life balance.

Multitasking-pros and cons

- Multitasking is the performance of multiple tasks at one time.
- Perceived benefits: increased productivity, helps save time and money
- Term is a misnomer as we actually switch from one single task to another
- This is associated with task switch costs leading to reduced performance and speed
- True multitasking is not possible or beneficial, but as leaders, we often need to complete multiple things in a short period of time

How to improve multitasking skills

- Make list of things to do
- Prioritize tasks: Eisenhower matrix, tools and apps
- Group similar tasks
- Reduce distractions
- Monitor progress
- Delegate as needed

	Urgent	Not urgent
Important	Do Tasks with clear deadlines and consequences if not completed	Decide Schedule tasks without a deadline but that bring you closer to your long term goals
Not important	Delegate Tasks that need to get done but don't need your expertise	Delete Tasks that distract you and don't add any value

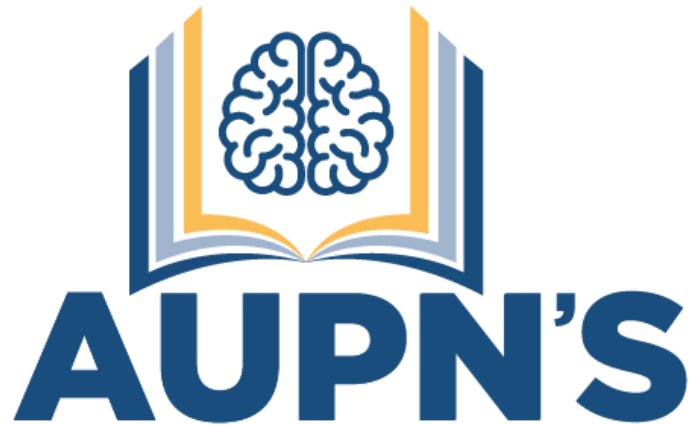
From indeed.com

Staying on tasks

- Set realistic goals
- Set aside dedicated time to do focused deep work
- Time blocking, focused work at certain times or days
- Add in buffer time if possible
- Take regular breaks
- Mindfulness and meditation
- Reflect and adjust

Lessons learned

- Organization, prioritization and time management are key. Delegate as needed.
- Lists/apps are helpful but should be dynamic and flexible and progress needs to be monitored
- Set realistic goals, and also keep time for focused work and buffer time.
- Emails can take up a lot of time; have a method for dealing with them in a balanced way.
- Take care of yourself including your own health
- Address your personal goals, and spend quality time with family and friends



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