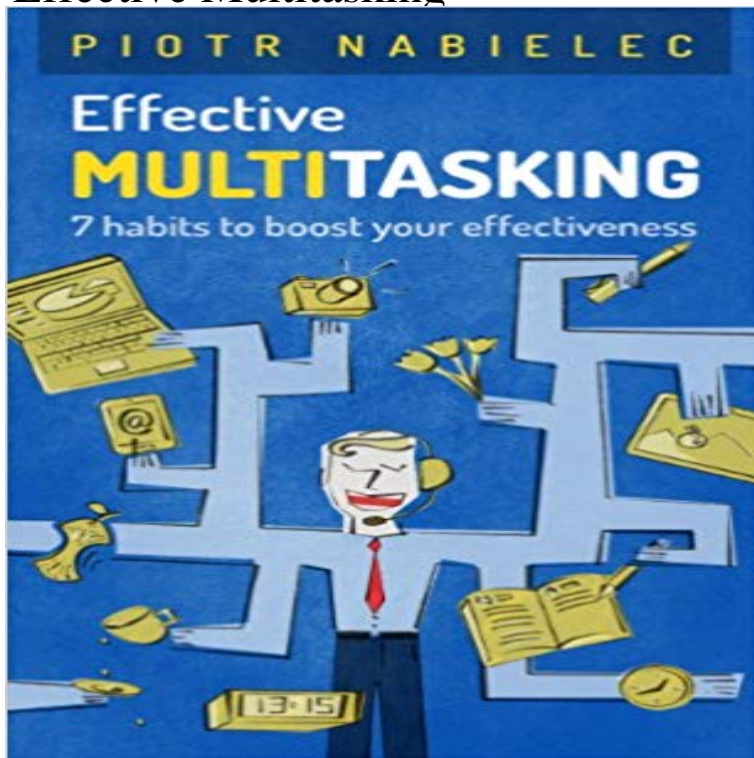


Effective Multitasking



We live in busy times. Our task lists and responsibilities are constantly growing. Effectiveness is key. Doing two or more things at the same time proves ineffective. True multitasking is a myth - no one should expect it to work. However, it is possible to deal with our e-mail, events, and tasks in a manner that appears simultaneous from the perspective of hours and days. This is what I call effective multitasking. Studies found that most people, regardless of their company and position, are struggling to keep up with their e-mail, task lists, and calendars. This book introduces a framework based on 7 surprisingly simple habits that will help you organize, reduce stress, relieve your mind and find a natural style of organization. The simplicity of these habits makes them a powerful tool for professionals. Effective Multitasking is filled with techniques and practical examples explaining how to handle multiple projects, prioritize and delegate tasks, and manage your e-mail inbox and calendar. It is a fantastic tool for people working in large organizations overburdened with many incoming messages and constant priority changes. Visit www.effectivemultitasking.com.

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