



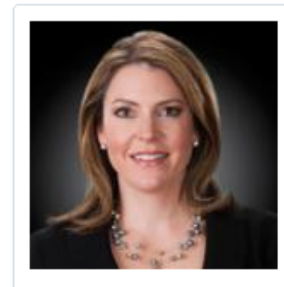
Stoppportunity

SUBMITTED BY BRIAN BANMILLER ON SEPTEMBER 22, 2012 - 12:00AM.



Your best opportunity; might be a stopportunity.

Dr. Joelle Jay is the author of "The Inner Edge: The Ten Practices of Personal Leadership." A book that provides tips on taking control of your career and one downfall you do every day; multitasking.



Dr. Jay says by constantly changing focus, people are losing focus. Add to that the number of technological interruptions we face and the brain is close to giving up on the will to concentrate. She says multitasking requires us to lose time and the mental edge it takes to complete the task at hand. And you aren't the only one who will suffer.

Too much multitasking in the workplace leads to lost productivity and a poor performance. One tip she has is to take more stopopportunities. This is when you step back, trim the non-essential items from your schedule and invest your time wisely.

For more ways to better manage your precious minutes keep reading. Perhaps it's time for you to use your time wisely.

Joelle Jay suggests the following tips for successful unitasking:

Establish a short list of well-chosen priorities. Remember that having 20 priorities is the same as not having any priorities.

Schedule time to work on a project and treat this time as an appointment, meaning no interruptions. (Time rules also make it easier to hold yourself accountable).

Try to schedule activities that benefit from the same mindset within a block of time. For example, plan to conduct research and write during the morning and reserve the afternoon for more high-energy, interactive pursuits such as sales calls and client meetings. In this way, you can get into a groove and be more productive.