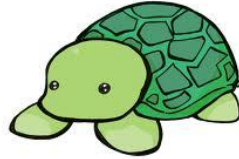


Productivity



Key Points

- The best way to give something 100% is to not multi task.
- Do not let your mind wander off subject or be distracted by others.
- Set reasonable tasks goals to remain focused.

Questions

- Why would it not be a good idea to keep a messenger window or email open while working?
- How can you keep focused when researching information for a topic?
- What are examples of things that can distract you from accomplishing work?

Task

- Try to write a story while listening to music (feel free to change artists or songs), playing a video in another window of the computer, leave open a messenger service with friends, checking your email every couple of minutes, with your phone on for texts, and checking what movies are playing this weekend.