

ONLINE LEARNING TIPS

AVOID MULTITASKING



Only **2%** of the population can multitask. Even if you feel like you're multitasking, you're probably just switching between tasks very quickly (micro-tasking).

Negatives of Multitasking/Micro-tasking

- **Assignments take longer**

Each time you come back to an assignment, you have to get familiar with it, find your spot, remember what you were going to do next.

- **You're more likely to make mistakes**

Distractions and switching between tasks tires out the brain.

- **You'll remember less**

When your brain is divided you're less able to commit knowledge to long-term memory.

Monotask Instead

- ★ Focus on one thing at a time

- ★ Take breaks between tasks

- ★ Use the Pomodoro Method
To improve focus, work for 25 or 50 minutes then reward yourself with a 5 or 10 minute break.