

THE EFFECTS OF MULTITASKING ON PRODUCTIVITY

by:

Jhosa L. Santos

Clerk, SDO Hermosa Annex

Although research has revealed that our brains are not quite as adept at handling several things as we like to believe, multitasking may seem like a terrific method to do a lot at once. In fact, some research claims that multitasking reduces understanding, attention, and general performance, lowering productivity.

People usually do multitask because they are working on two or more projects at once or

They must carry out several chores quickly in succession. However, multitasking takes a serious toll on productivity. Focusing on a single task is a much more effective than making our brains react to more stimuli. Less focus means less effectiveness and less productivity. Though sometimes we could function well and create both functions in expected quantities.

In reference to www.verwellmind.com, multitaskers can be easily distracted. It also contends that multitaskers may struggle to focus their attention even when they are not engaged in multiple tasks at once. In a clerical world, focus is needed to avoid errors. When one works with one file and jumps again to another, there is a possibility of mixing up of file contents which can cause a great damage.

As much as we wanted, to finish up all our works, still we should focus on one task at a time. The greater the multitasking, the greater the possibility of errors. We could have achieved the quantity we wanted to finish; however, the quality of our production suffers. While we are thinking of the number of activities we could finish, we might

perform worse than what we can think. In a class, according to research that pupils who do multitask in class frequently have poorer GPAs. It is for the reason that they are doing household chores while doing their projects and assignments. They couldn't focus on both activities.

Furthermore, research shows that people who practice multitasking are the most frequently lack the necessary skills because they overestimate their capacity to multitask. These people become more impulsive and jump on decisions at once which then may cause damage to the quality of their works.

As to an old rule of impenetrability, no two things can do at the same, with same speed, quantity and quality. If we want better productivity and quality of our work, then we should focus on time task at a time and avoid multitasking.

References:

<https://www.verywellmind.com/multitasking-2795003#citation-7>