



SINGLETASKING

10 second practice to reduce stress, skillfully navigate distractions, and reclaim your focus

HOW TO:

- 1** Notice that you're multitasking
- 2** Pick one thing to focus on
- 3** Clear away or limit distractions (e.g. close multiple browsers, put away your phone)
- 4** Stay present with your one task (when attention wanders, gently bring yourself back)

You can practice singletasking anytime: answering email, washing your hands, talking with your kid, sitting in a meeting, or walking between tasks. Whenever you feel mentally scattered or pulled in many directions, choose one thing and giving it your full presence—even if its just for a short window.