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## Singletasking: Get More Donemdash;One Thing at a Time

*Devora Zack*

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**Devora Zack : Singletasking: Get More Donemdash;One Thing at a Time** before purchasing it in order to gage whether or not it would be worth my time, and all praised Singletasking: Get More Donemdash;One Thing at a Time:

3 of 3 people found the following review helpful. A good book to give your spouse (and yourself), for your boss or your employee. By short timer Just single tasked my way through this useful book. There was a lot to like - the quotations were often spot on. Steve Jobs and George Washington! The tip on using a "parking lot" for good but not on-point ideas (page 48) and the endorsement of taking regular breaks (page 58) are really helpful ideas for increasing productivity at any task. The book returns to that idea (page 108) in a section called time-shifting. The ideas in the book are not all new but they are largely accurate and they are presented in a breezy style that is rarely off-putting and

that is easy to follow and understand. So, 4 and a half stars rounded up to 5 for a timely book that reminds most of us of what we should already know. That's what we appreciate - the recognition of truth we may have been ignoring. 3 of 3 people found the following review helpful. If you struggle with "being present"...By Covalar! If "being present" in life is a struggle for you, as it is with me, then read on. I found reading singletasking to be very helpful. Since reading it a couple weeks ago, I have been mentally present much more. Maybe will re-read this book periodically to reinforce the ideas. 2 of 2 people found the following review helpful. There is hope ndash; grab this book! By Yossi Cohen I know that Devora is right about multitasking being a mythhellip; Irsquo;ve always known it, but only SHE can convince me to actually try single tasking without fear that everything else will fall through the cracks! Devorarsquo;s book is refreshingly entertaining and encouraging, her book is well researched and has the right combination of being assertive but still gentle. She gives me hope that there is an answer to me being so busy and yet seeming to never make real progress in getting things done. I love this book, a true breath of fresh air and fun to read too!

Your Mind Can't Be Two Places at Once Too many of us have become addicted to the popular, enticing, dangerously misleading drug of multitasking. Devora Zack was once hooked herself. But she beat it and became more efficient, and you can too. Zack marshals convincing neuroscientific evidence to prove that you really can't do more by trying to tackle several things at oncemdash;it's an illusion. There is a better way to deal with all the information and interruptions that bombard us today. Singletasking explains exactly how to clear and calm your mind, arrange your schedule and environment, and gently yet firmly manage the expectations of people around you so that you can accomplish a succession of tasks, one by onemdash;and be infinitely more productive. Singletasking is the secret to success and sanity.

ldquo;This thorough and convincing guide incorporates a rejuvenating mindfulness tonbsp;encourage productivity and enjoyment of the everyday.rdqo;mdash;ForeWord Magazine (May issue)ldquo;Zack shows readers how they can manage the expectations of others, unplug from technology (at times), and operate in the momenthellip;Even applying a few of the tips would lead to less stress and greater productivity.rdqo;mdash;Library Journal ldquo;In this fast paced world, multitasking has become second nature to most of usmdash;but are we really accomplishing more? In Singletasking, Devora Zack shows us how doing one thing at a time reduces stress, increases efficiency, and produces higher quality results. If you want to work smarter, not harder, read this book!rdquo;mdash;Ken Blanchard, coauthor of The One Minute Managerreg; and Refire! Don't Retire "Don't let Zack's lighthearted tone fool youmdash;Singletasking is backed by hard science, and this book's pragmatic advice can really change your work and your life."mdash;David Bach, nine-time New York Times bestselling author of The Automatic Millionaire and Smart Women Finish Rich ldquo;Singletasking can literally double your productivity and performance overnight. This may be the most important book on time and personal management you will ever read.rdqo; mdash;Brian Tracy, author of the bestselling Eat That Frog!ldquo;This book could save your life. Multitasking has become a fatal distraction that can ruin your health, your relationships, and your work. Now there's a cure:nbsp;Singletasking.nbsp;Read this intensely engaging, laugh-out-loud funny, and down-to-earth practical bookmdash;you'll be glad you did.rdqo; mdash;Jim Kouzes, coauthor of The Leadership Challenge ldquo;I've been a member of Parliament, an executive director, and a consultant on corporate social responsibility innbsp;Africa.nbsp;I have experienced the stress of multitasking and am grateful for Devora Zack's luminary book on singletasking.rdqo;nbsp; mdash;Hon. Rev. Dr. Walter McLean, former Secretary of State, Canadaldquo;Zack's system is thoughtful, simple, and practical, so it's no surprise that it works.rdqo;mdash;Richard J. McAlonan, Executive Director, Ernst Young LLPldquo;Zack makes a compelling case for the merits of living a singletasked life.rdqo;mdash;Rachel Lam, Senior Vice President and Group Managing Director, Time Warner Investmentsldquo;Multitasking is madnessmdash;you wouldn't want to be operated on by a surgeon who was checking her email every five minutes, would you? Devora offers simple, straightforward advice for getting far more done than you ever would hopping around like a frog on a hot skillet.rdqo;mdash;Deborah S. Cohn, former Trademarks Commissioner, United States Patent and Trademark Officeldquo;In our hyperconnected world where we fear missing out on anything, Zack delivers a message we need to hearmdash;the key to personal and organizational success is focusing on what matters most.rdqo; mdash;Patrick Fitzgerald, Vice President, SiriusXM Radioldquo;Zack provides the artillery to slay the multitasking monster, creating wholeness, happiness, and peak performance.rdqo;mdash;Amy Lemon, Program Manager, Smithsonian Institutionldquo;Zack gives us a much-needed wake-up call about the dangers of a distracted mind.rdqo;mdash;Jeff Weirens, MA Consulting Leader, Deloitte Consulting LLPldquo;A great read while you're catching up on email, finishing that proposal, and preparing performance feedback for your staff . . . Zack connects with her readers in a light, funny style that makes this book a delightful read.rdqo;mdash;Mike Brennan, retired intelligence executive, National Reconnaissance Office This book could save your life. Multitasking has become a fatal distraction that can ruin your health, your relationships, and your work. But now there's a cure:nbsp;Singletasking.nbsp;Read this intensely engaging, laugh-out-loud funny, and down-to-earth practical book nowmdash;you'll be glad you did, and so will those you live and work with.rdqo; mdash;Jim Kouzes, coauthor of The Leadership Challenge and Dean's Executive Fellow of Leadership, Leavey School of

Business, Santa Clara University ["Don't be seduced by the false promise of multitasking! Instead, be seduced by the insight and humor of Devora Zack, who shows you how to really make your mind work at peak efficiency."](#)—Shai Novik, President, OPKO Biologics ["Multitasking is like trying to look in two directions at once: it seems like it'd be cool, but it can't be done and makes your head hurt trying. Devora Zack helps you accomplish more than you ever thought possible using tips and techniques that genuinely work!"](#)—David Meisegeier, Vice President, ICF International ["I used to multitask constantly, thinking it was the only way to get through my day. After reading this book, I'm a convert."](#)—Hiro Yamaguchi, General Manager of Corporate Strategy, TEPCO, Japan ["Zack dispels our basic assumptions that multitasking is a sine qua non to achievement and proves in a most informative and entertaining manner that focused singletasking is the true path to achieving our goals."](#)—Howard Wiener, Partner, KPMG LLP ["Management myth buster Devora Zack's new target is the fabled beast known as multitasking. While a one-man band may entertain and amuse, Zack's new book repeatedly proves that the dedicated, single-task focused individual achieves quantifiable results time and time again."](#)—Dave Summers, Director of Digital Media Production, New Media Stage Management, American Management Association ["When confronted with multiple tasks that must be completed expeditiously, it's easy to fall into the trap of believing that they all can be tackled simultaneously. Zack demonstrates \(with evidence\) why we've had it all wrong."](#)—Ann-Marie Luciano, Partner, Dickstein Shapiro LLP ["As a customer of Devora's services at two Fortune 500 companies, I can attest that her methods produce tangible results."](#)—Singletasking identifies opportunities for improvement and targets the right actions to bring out the best in people and organizations."—Jeff Martin, former human resources executive, CSC and America Online ["I always suspected that those who prided themselves on being able to do a lot of things simultaneously weren't necessarily superior; this book proves it."](#)—P. J. Kuyper, President and CEO, Motion Picture Licensing Corporation ["I always thought I was supposed to pride myself on being able to do a lot of things simultaneously—but I'm too exhausted! Thanks to Devora Zack for showing us a better way."](#)—Peter Borden, Vice President, Client Services, SapientNitro [About the Author Devora Zack, CEO of Only Connect Consulting, Inc., provides leadership programs to over a hundred clients, such as Cornell University, Australian Institute of Management, London Business School, Deloitte, and the U.S. Department of Education. She has keynoted at the U.S. Treasury, the Smithsonian Institution, John Deere, the National Institutes of Health, and Mensa International. She is also the author of \*Managing for People Who Hate Managing\*.](#)