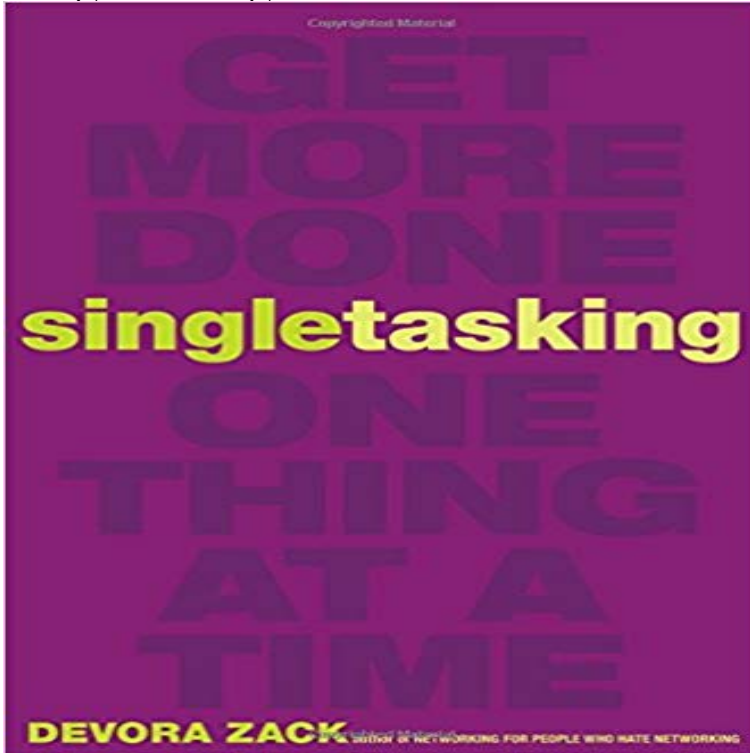


Singletasking: Get More Done-One Thing at a Time



Your Mind Cant Be Two Places at OnceToo 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 cant do more by trying to tackle several things at onceits 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 oneand be infinitely more productive. Singletasking is the secret to success and sanity.

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