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Singletasking explains exactly how to clear and calm your

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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 one—and be infinitely more productive. Singletasking is the secret to success and sanity.

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Get more done, one thing at a time. And as it turns out you do have enough time after all. From now on, my idea of multitasking will be limited to watching TV while eating a popsicle. This book was given to me, but I would gladly purchase my own copy. The content was presented by an expert in getting things done, one thing at a time.

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Singletasking incorporates a rejuvenating mindfulness that not only lets us get more things done but lets us enjoy "beautiful days," as Zack writes, "one sunbeam at a time."  
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Singletasking: Get More Done - One Thing at a Time - Scribd  
Devora Zack, author of the book Singletasking: Get More Done—One Thing At A Time, calls multitasking a myth. The brain cannot be at two places at once, she says.

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Singletasking: Get More Done-One Thing at a Time. BUY ON AMAZON. The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results. BUY ON AMAZON. Benefits of Single-Tasking. Clifford Nass, a Stanford University Psychology Professor who conducted one of many research projects on the effects of multitasking, said in an interview:

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Devora Zack I opened the first page of this book,

Singletasking: Get More Done One Thing At A Time and that was it. I had to read the rest of the book! Devora Zack uses humor, insight, theory, knowledge, and experience to prove to us that multitasking is a myth.

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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 one—and be infinitely more productive. Singletasking is the secret to success and sanity.

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