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 It can be very tempting to take the easy way out and put off important tasks and activities until the last minute. However, this can be the start of a very bad habit that could end up being the downfall in people’s lives. Time management and multitasking is a very reliable and efficient skill that should and can be learned by almost anybody. All one needs is discipline and a method that best suits them when learning to do so.

In studies shown through Sarah D. Sparks, no human in the world can multitask and pay attention to more than one thing at a time. Computers and smartphones are the only machines capable of multitasking different things at a time. However, Sparks showed studies that this generation’s teenagers are able to not exactly do different things at one time but switch their focus to different things a lot quicker than average adults. Author Larry D. Rosen said “On average, he found, 13- to 18-year-olds use more than six types of media simultaneously during out-of-school time.” (Rosen) There’s nothing wrong with multitasking as long as you’re still effective. If you’re not effective at it however then your reaction time to other things could become much slower. Sparks says trying to multitask when it comes to education could “cause students to miss information or simply fail to fully take it in.” (Sparks)  People do not realize that when they have to make the choice to switch between different tasks at a time that they are slowing their brain waves down from focusing on something to switch and think about something completely different. However, if you’re constantly doing this motion than your brain will eventually pick up and be more efficient at multitasking. People who are skilled in multitasking have a better working memory compared to those that generally do one thing a time. In my opinion, more people should be taught this skill as it proves efficient when used correctly in the long term.

 Every day different people can find themselves multitasking in many different ways without even realizing it. Different ways are something as common as chewing gum and walking, to females putting on their makeup while driving or walking. With myself personally, I have multiple ways that I can multitask. Most of them have a lot to do with listening to music while doing different things. Listening to music helps me focus on the subject at hand a lot more instead of checking my phone and looking for other temptations to distract me. For example, when I’m doing my homework I listen to music versus having the television on. If I have the television on then I can find myself watching the channel and giving it more attention than I would mean to versus singing along with whatever song is on while still doing my work. Another time I’m multitasking is when I’m cutting the grass while listening to music. I find that when I do this, time happens to pass by a lot quicker. Different people multitask in many ways without even realizing it.

Many people go through most of their lives procrastinating and putting unimportant tasks on pedestals instead of using their time wisely and getting things done. This is a very bad and unhealthy habit to get hooked on. If people procrastinate every subject or problem that comes in their lives then there’s a stronger chance that these people could end up eventually getting really lazy and unmotivated. Eisenhower’s article, however, gives advice on how to properly prioritize different tasks into different categories so that one could handle all of the tasks at hand efficiently. Eisenhower says to separate the different tasks into urgent and important activities. He says that “Important activities have an outcome that leads to us achieving our goals, whether these are professional or personal.” (Eisenhower) These activities are the ones Eisenhower says to make sure one sets enough time and energy throughout the day to make sure it gets done. Some activities however can be important but not urgent so these don’t necessarily have to be taken care of immediately. If the task is important as well as urgent then it should be handled immediately before anything else. Eisenhower says “urgent activities demand immediate attention, and are usually associated with achieving someone else’s goals.” (Eisenhower) These activities are normally for other people unlike the important activities which are normally personal. Eisenhower’s advice is to separate one’s daily tasks into two categories which are important and urgent and handling them accordingly. Important issues can come after urgent issues as long as they are handled efficiently.

If one doesn’t manage their time and do the things they need to get done right away then people can find themselves falling behind in different things and becoming really stressed. There’s multiple ways people can learn to prioritize and manage their time. Stephen Covey developed a method that proves to be efficient in managing one’s time. Covey’s method puts your tasks into 4 different categories. These categories are important and urgent, not urgent and important, urgent and not important and not urgent and not important. The order to do these things are pretty self-explanatory. It goes in order of importance, quadrant 1 being the most important down to quadrant 4 being the least important. If one learns to put their tasks for the day into these categories daily then they can be that much more successful in their lives.

Putting tasks off and waiting to do them at the last minute continues to be bad habits in different people’s lives. The true key to success is learning time management and how to take of things according to their importance. This paper proves and shows multiple ways to learn to manage one’s time and avoiding as much stress as possible. All one has to do is find the right and suitable method for them.

Work Cited

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