

11:57:55 From Anna M. Tegelberg : <http://thewholeu.uw.edu/wp-content/uploads/Working-Smarter-Workbook-Whole-U-2.pdf>

11:59:21 From Anna M. Tegelberg : <https://thewholeu.uw.edu/wp-content/uploads/Working-Smarter-Workbook-Whole-U-2.pdf>

11:59:56 From Jolyn Mason : crazy week!

12:00:20 From Anna M. Tegelberg : Yes!

12:01:39 From Anna M. Tegelberg : Workbook for class today: <https://thewholeu.uw.edu/wp-content/uploads/Working-Smarter-Workbook-Whole-U-2.pdf>

12:05:42 From Anna M. Tegelberg : Sending one more time for any new participants. Workbook for today: <https://thewholeu.uw.edu/wp-content/uploads/Working-Smarter-Workbook-Whole-U-2.pdf>

12:09:22 From Debi Grace : Isn't it really multi thinking.

12:09:58 From holly : Did they study women?

12:10:21 From Kelsey Seattle (sher/her) : I've read research to that effect...

12:10:24 From Renate Hartog : This woman is a terrible multi-talker (can't do it)

12:10:36 From Renate Hartog : Tasker!

12:10:38 From Kelsey Seattle (sher/her) : men can tune out distracting sounds better

12:12:46 From Anna M. Tegelberg : Do you know why we get that dopamine release from multitasking? Is it social conditioning making us think multitasking is good thing?

12:15:36 From Shinetra P : are there more than 3 questions?

12:16:00 From Anna M. Tegelberg : Only 3 questions

12:16:25 From Debi Grace : I'm finished

12:16:40 From Renate Hartog : done

12:16:57 From mpowers : Im finished

12:17:27 From J Zumsteg (she/her/they) : I use multi-tasking to try to "catch up" - hard to work both on catch up and "good" habits at the same time

12:17:33 From Elin M. Martin : Difficult balance when part of your job is to be responsive

12:17:39 From Heather Page : I think of it like being in a loop- I'm chasing my tail, not getting anything done. When I realize this, I stop myself and force myself to focus.

12:18:18 From Shawn : I cannot type and talk at the same time. :)

12:18:31 From Chuck Pratt : me either

12:18:43 From Heather Page : ^^

12:18:50 From Shinetra P : I agree with setting time limits for activities could help

12:19:19 From Kelsey Seattle (sher/her) : Agree with feeling of chasing tail going in circles which then becomes an anxiety spiral

12:19:38 From Amanda C Snyder : I've always been bad about checking email during meetings. That's only become worse with constant Zoom meetings. I may try turning off the visual email notification.

12:20:02 From Shawn : Turn off email notifications

12:21:01 From Anna M. Tegelberg : Totally Jerry! Happens to me all the time when reading.

12:21:30 From J Zumsteg (she/her/they) : Does mindfulness practice help with one-pointed attention and building power to resist multitasking?

12:22:40 From Betsy Payn : I do that, but instead of marking out of office, I mark myself as unavailable for meetings. I schedule the time and say "intensive work time. I will not respond to email, but if something urgent comes up, you can call me.

12:23:05 From tonis : Can you address error rate with multitasking.

12:23:22 From Meghan Lancaster : yes please

12:23:27 From Erica : Work culture makes this an expectation. It also seems like if you aren't doing multiple things at once, you don't feel like you are doing enough

12:23:49 From Maureen she.her Noonan : i can relate Shinetra

12:23:54 From Stephanie Sidhom (she/her) : I find it helpful to concentrate in Zoom meetings by taking hand-written notes

12:24:05 From Erica : Asking friends to turn off their phone or not FB while visiting

12:24:08 From Elin M. Martin : Absolutely, Erica

12:24:26 From Betsy Bradsby : Smart idea, Stephanie

12:24:26 From Jerry Hoffmeister : this chat window is a distraction :)

12:24:28 From Anna M. Tegelberg : I'm the opposite Shinetra. I can tell it affects the conversations I'm trying to have because my brain can't think of the words I want to say to my friends/loved ones. Instead I get flubbed up because my brain is in too many places at once.

12:25:53 From Patricia (she/her) : Maybe we're conflating multi-tasking with have multiple tasks? I have 20 emails to respond to, but I cannot compose all of those at the same time.

12:26:44 From Jessica R. Adams : Yes! @patricia

12:26:47 From Shinetra P : @Patricia, I agree.

12:26:51 From Brandy Bewley (she/her) : Years ago, I used to think I was great at multitasking. But, I realized that it's actually an ability to shift gears very quickly to accomplish multiple things, rather than *attempting* to accomplish multiple things at the same time -- and failing.

12:26:59 From Krista Peterson : Definitely turn off notifications, or your monkey brain will just go "treat treat treat" everytime you get one!

12:27:09 From Kathleen Phan : Multi-tasking has taken on new meaning as my kids do school and I work from home. Having a well-planned schedule helps!

12:27:42 From Kelsey Seattle (sher/her) : same! I wrote burning food as an impact on my life

12:28:24 From Terry M. Grant : Lots of data on talking on phone while driving

12:28:56 From Kathleen Phan : You are doing great Chuck! Good multi-tasking. ;)

12:28:57 From Jerry Hoffmeister : Delegate :)

12:31:12 From Eliza Zhang : where can we find this handout?

12:31:27 From Anna M. Tegelberg : Hi Eliza, here you go!

12:31:28 From Anna M. Tegelberg : Workbook for class today: <https://thewholeu.uw.edu/wp-content/uploads/Working-Smarter-Workbook-Whole-U-2.pdf>

12:35:36 From Heather Page : All set

12:35:37 From holly : done

12:36:31 From Patricia (she/her) : visual clutter at home! Yes, this is me exactly!!

12:36:35 From Jerry Hoffmeister : Totally feel the same way Kelsey!

12:36:44 From Patricia (she/her) : Yes all the stuff!!

12:36:46 From Brandy Bewley (she/her) : Ditto. I feel you on that!

12:37:09 From Betsy Bradsby : Yes! The temptations of the things that need doing in the house!

12:37:22 From tonis : yes, "shiny objects" are distracting

12:37:45 From Kelsey Seattle (sher/her) : I like that idea, thank you!!

12:37:59 From J Zumsteg (she/her/they) : I use a moveable screen to visually block out the messy areas (and pile stuff behind)

12:37:59 From mpowers : yes

12:38:01 From Patricia (she/her) : Yes, outlook does that

12:38:02 From holly : yes!

12:38:03 From Shinetra P : yes, delay delivery

12:38:08 From Heather Page : I schedule myself for housework. For instance, I only do laundry on Fridays. So I don't have the temptation to get distracted and do this other days. Same with other distracting chore

12:38:12 From Heather Page : chores

12:38:24 From Wendy R Tanner : I keep a list so when I get a bright idea in the middle of doing something else, I will write it down so I can prioritize it later vs. changing focus

12:38:44 From J Zumsteg (she/her/they) : <https://support.microsoft.com/en-us/office/delay-or-schedule-sending-email-messages-026af69f-c287-490a-a72f-6c65793744ba>

12:38:51 From Katherine J. Palm-Cruz : I often save emails as drafts and then send later

12:38:58 From Patricia (she/her) : I create drafts of all my emails at night and hit send first thing in the morning.

12:39:00 From J Zumsteg (she/her/they) : I use "Cloze" which allows me to delay send emails

12:39:39 From Patricia (she/her) : Speaking of... I now have to walk to the kitchen to make my child her lunch and try to make a PB&J and listen to Chuck. [sigh]

12:40:38 From holly : lists are a good thing

12:40:44 From Kelsey Seattle (sher/her) : Mindfulness meditation has helped me A LOT with rumination/rehashing and rehearsing

12:42:29 From Constance Rachel Wohlford : How do you all manage tasks that take a long time and have to be checked on occasionally as they run? I was told by a manager that I needed to multitask during those projects and work on something else while it ran.

12:42:31 From Denise Rollin : For the classified staff member who feels they would be more productive working different hours-- if you

are working remotely, have you talked with your supervisor about the possibility of changing your work shift? Many staff have been able to do this during this time of remote work. I realize it won't work in all cases, but may be worth checking into.

12:43:24 From Erica : Constance, I put a calendar reminder to check in on things

12:43:54 From holly : I use my smart speaker to remind me to take a walk

12:44:05 From Heather Page : @Constance, I set myself reminders or even a timer. That lets me forget about the project running while I concentrate on the next task and when the timer/reminder comes up I check on the project

12:44:07 From Kathleen Phan : Set a timer helps for staying focused on one task. Time for 20 minutes and no distractions away from this task.

12:45:10 From Patricia (she/her) : I'm most productive later in the day, but summer/winter daylight hours really impact that. I'm not a morning person.

12:45:26 From Kelsey Seattle (sher/her) : @Denise thank you for that suggestion!

12:45:37 From Stephanie Sidhom (she/her) : I tend to be more productive on sunny days

12:46:10 From Constance Rachel Wohlford : Thank you! There seems to be a consensus. I'll try a timer.

12:46:10 From Elizabeth Schulte : @Kathleen, yes! I do that especially on a Friday so Monday morning can be more productive

12:46:35 From Anna M. Tegelberg : Book mentioned: Getting things done, potentially by David Allen

12:47:20 From Patricia (she/her) : I am a huge list-maker and I find it very helpful to write things done as well.

12:47:29 From Patricia (she/her) : *down

12:47:51 From holly : I keep a notebook by my computer and review it weekly

12:48:02 From Eliza Zhang : @ From Kelsey Seattle, thank you very much for suggesting meditation. I am also a meditator

12:48:56 From Patricia (she/her) : @holly me too!

12:54:53 From Anna M. Tegelberg : I love this. I'm pretty good about doing this at work already, but as I'm reflecting I realize I need to have more tradeoff conversations with myself for life in general.

12:55:49 From Kelsey Seattle (sher/her) : ooh yes - I need to have some honest conversations with myself too!

12:56:34 From Terry M. Grant : I find that its easy to underestimate the time required for a complex task

12:57:04 From Nancy Hautala : I've asked my boss to nudge a co-worker to respond to my question in order to get a project to move forward, now she is extremely good at asking up front if I am having issues with responsiveness.

12:58:08 From Kelsey Seattle (sher/her) : @Terry, agreed, I often underestimate realistic time needed for project work

12:58:28 From Terry M. Grant : True of your boss too?

12:59:40 From Amanda C Snyder : Shawn Achor has a wonderful Ted Talk!

I watch it periodically as a reminder. <https://www.google.com/search?client=firefox-b-1-d&q=shawn+achor+ted+talk>

13:00:28 From Denise Rollin : I agree Amanda. He has one of the best Ted talks out there!

13:01:16 From Kelsey Seattle (sher/her) : Like a tickler folder?

13:01:24 From Terry M. Grant : Political news ticks several noise boxes.

13:02:55 From Anna M. Tegelberg : Unroll.me is a good tool for email newsletter spam, if you are comfortable with their security settings.

13:05:37 From Krista Peterson : Email, email, email :)

13:05:49 From Shawn : exactly!

13:05:58 From Kelsey Seattle (sher/her) : ^^ I second unroll.me for managing emails

13:06:07 From Eliza Zhang : agree, email!

13:06:11 From Stephanie Sidhom (she/her) : Yes, thanks for that reminder, Anna!

13:07:38 From Kelsey Seattle (sher/her) : and block out TIME to unsubscribe from a bunch of things at once. It feels good :)

13:08:05 From Stephanie Sidhom (she/her) : Good suggestion, Kelsey!

13:08:11 From Shawn : Great idea Kelsey!

13:08:41 From Terry M. Grant : Competing priorities from different aspect of life yield noise for each other.

13:09:07 From tonis : travel info/brochures are currently untimely - hopefully we can use these in the future

13:14:51 From Anna M. Tegelberg : Book mentioned: The Willpower Instinct by Kelly McGonigal (<http://kellymcgonigal.com/books>)

13:15:13 From Amra (she/her) : Thank you Anna & Chuck! Really enjoyed and liked this presentation. I unfortunately need to hop off but will be sure to hear the recording.

13:16:36 From holly : can you provide an updated resource list?

13:16:41 From Kelsey Seattle (sher/her) : YEP that's me...

13:18:19 From Anna M. Tegelberg : Hi Kelsey, yes I can put together a list of resources and books mentioned by Chuck to share on our group webpage.

13:19:00 From Kelsey Seattle (sher/her) : Thank you, Anna!

13:19:45 From Meghan Lancaster : This is real breathing, natural breathing. In 1970 a Dr. told me women do this naturally but men (in our culture) are trained to breath too high in their chest.

13:20:58 From Meghan Lancaster : Slow controlled breathing is also very helpful for managing chronic pain

13:21:26 From Meghan Lancaster : And bringing someone out of impending hysteria.

13:21:51 From holly : This has been an outstanding presentation. I appreciated learning the science and research behind everything covered in this presentation. Thank you Chuck and Anna

13:22:10 From Meghan Lancaster : Sorry for the sermon but--35 years of Tai Chi.

13:22:57 From Kelsey Seattle (sher/her) : That's so interesting, Meghan!

13:27:11 From Shawn : Thank you so much, Chuck and Anna. And all of

you who shared as well.

13:27:18 From Kelsey Seattle (sher/her) : kanban

13:28:29 From Kelsey Seattle (sher/her) : I like using sticky notes – one for each task, they move well :) Different colors meant different projects

13:29:01 From Anna M. Tegelberg : <https://www.atlassian.com/agile/kanban>

13:29:25 From Anna M. Tegelberg : ^^Atlassian now owns Trello, they have a ton of resource articles around Kanban method and other project management methods online

13:30:34 From tonis : Thank you, Chuck. Very helpful and interesting!

13:30:52 From Debi Grace : Thank you. This was very helpful and interesting!

13:31:01 From Patricia (she/her) : Thank you so much Chuck.

13:31:06 From Meghan Lancaster : Thank you very much. I now have some new tools to try.

13:31:07 From Mary K. Hagstrom : Thank you!

13:31:21 From Amanda C Snyder : This was great. Thanks so much!

13:31:24 From Kerry R. Kuenzi : I concur...I appreciate the Whole U helping us deep dive into an area of improvement. Thanks!

13:31:29 From Lila T : Thank you!

13:31:31 From holly : Thank you!!!

13:31:31 From Kerry R. Kuenzi : Thanks, Chuck!

13:31:36 From Brandy Bewley (she/her) : Thank you!

13:31:37 From Eliza Zhang : thank you