**Boost Productivity by Ditching Multitasking**

 Trying to multitask can reduce productivity by as much as 40%, career expert Lisa Quast writes. To battle this tendency, she suggests giving full attention to people and tasks and asking everyone in meetings to put aside cellphones and laptops to contribute ideas to the discussion.

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<http://www.forbes.com/sites/lisaquast/2017/02/06/want-to-be-more-productive-stop-multi-tasking/#38432c8c5977>

Image source:

<http://www.adweek.com/core/wp-content/uploads/sites/socialtimes/2013/02/multitasking.jpg?red=at>