

The Idea Of Single-Tasking

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This is My **Article**:

- **The Idea Of Single-Tasking**

It is **About**:

- **Single-Tasking**
- Which is
- Doing **One Thing At A Time**

During Our Day:

*We **Do Many Functions***

From:

*Making Meals
To Cleaning House
or Even Getting Dressed
We **Do Many Functions***

Since Our Life:

- Can Get **Complicated**
- or **Busy**
- Then Sometimes
- The **Tasks** that We **Do**
- Can Be So **Many**

So:

- If Our Day Gets **Complicated**
- Then One Possible **Assistant**
- Could Be
- **Single-Tasking**

Again:

- **Single-Tasking**
- Which is
- Doing **One Thing At A Time**

By *Doing*:

Single-Tasking

or **One Thing At A Time**

Then **This Can Help**

To **Minimize The Complication**

During Our Day

When We:

- **Go Through** Our Day
- We **Move Along**
- Through Our **Various Tasks**

From:

- Making Meals
- To Cleaning House
- or Even Getting Dressed
- We **Do Many Functions**

The *Processes of Our Actions*:

Can Have **Several Parts in Them**

For example:

*Making Meals Can Get **Complicated***

*Cleaning House Can Get **Complicated***

*or Even Getting Dressed Can Get **Complicated***

It is:

- **Best For Us**
- To **Minimize Complication**
- Whoa

Even Just:

- The **Thought** of
- To **Minimize Complication**
- Can **Be A Relief**

So:

*During Our Day
If We Can
Minimize Complication
Then That is Good*

The Processes of Our Actions

We Have **Said** That:

- The **Processes** of Our **Actions**
- Can Have **Several Parts in Them**

For example:

*To **Wake Up** in The **Morning**
And Make Coffee
Can Be **Complicated***

We **Know** That:

*A **Simple Thing** like
To Make Coffee
Can **Get Difficult***

There Are:

- **Steps** in The **Process**
- of To Make Coffee

And:

- **Other Tasks**
- That We **Do**
- Can Also Be **Complicated**

So:

*We **See** That
The **Processes** of Our **Actions**
Can Have **Several Parts in Them***

We As Humans

As **Humans:**

- We **Do** Many **Wonderful Things**

There Are:

*So Many Wonderful Things
That We Do*

*each day
each week
each month*

And We **Know** that:

- **Many Tasks** That We **Do**
- Can Be **Complicated**

Still:

We Like Being Human

Since:

- The **Tasks** That We **Do**
- Can Have **Several Parts in Them**
- Then
- Many **Tasks** That We **Do**
- Can Be **Complicated**

And:

- It is
- **Best For Us**
- To **Minimize Complication**

*The Processes of Our Actions
Can Have Several Parts in Them*

So:

- Since
- The **Tasks** That We **Do**
- Can Have **Several Parts in Them**
- And
- **Things** Can **Get Complicated**
- Then Sometimes
- We **Need To Be Careful**

*It is
Best For Us
To Minimize Complication*

About Being Careful

Well:

- We All **Know**
- **Being Careful**

Afterall:

*We Don't Want
To **Make Error***

So:

- We All **Know**
- **Being Careful**

Yet:

- Since Our **Life**
- Can **Get Complicated**
- or **Busy**
- Then Sometimes
- The **Tasks** that We **Do**
- Can Be **So Many**

*doing tasks
fetching things
running errands
responding to situations*

When:

- We **Do Tasks**
- *We Don't Want*
- *To **Make Error***

And:

- The **Tasks** That We **Do**
- Can Have **Several Parts in Them**

Whoa

If:

- We Do **Not Need Help**
- Then That is
- **Usually Better**

So, **then:**

How To
Not Make Error?

We All **Like** This One:

How To
Not Make Error?

Learning About Single-Tasking

We Have:

- **Introduced**
- **Single-Tasking**

- **Single-Tasking**
- is
- Doing **One Thing At A Time**

If:

*The **Tasks** that We **Do**
Can Be **So Many***

or

*The **Tasks** that We **Do**
Can **Get Complicated***

Then

Single-Tasking** May **Help Us

Single-Tasking

is

*Doing **One Thing At A Time***

Remembering Our Tasks

We Have **examples:**

- Making Meals
- To Clean House
- or Even Getting Dressed

These Are **Familiar Tasks**

If:

*The **Tasks** that We **Do**
Can Be **So Many***

or

*The **Tasks** that We **Do**
Can **Get Complicated***

Then

Single-Tasking** May **Help Us

Single-Tasking

is

*Doing **One Thing At A Time***

Our examples Are:

-
- Making Meals
- Cleaning House
- or Getting Dressed

When We:

- **Start Our Day**
- We May Not **Have**
- **A Lot of Time**

Yet:

*We Always **Want**
To **Get Off To**
A Good Start*

And:

*Making Meals
Cleaning House
or Getting Dressed
Can Have **Several Parts in Them***

In:

- **Single-Tasking**
- We Are Doing **One Thing At A Time**

We **Might:**

- **Assemble** Breakfast in The Morning
- Clean House **Partially in Steps**
- or Get Dressed As We **Do Other Things Too**

Our Tasks:

- With
- The **Processes** of Our **Actions**
- Can Have **Several Parts in Them**

So:

- The **Idea Of Single-Tasking**
- Can Look **Attractive for Us**

Single-Tasking

is

*Doing **One Thing At A Time***

*The **Steps** in Our **Tasks***

*Always Go **in Order***

We Remember:

- **First Things First**

And We **Know** that:

- **Managing Our Tasks**
- **Is Up To Us**

So:

- With **Single-Tasking**
- We Would Be
- **Simple**

In This:

Simple

*We Might **Avoid Error***

Single-Tasking

*Can **Help Us***

*Keep It **Simple***

Simple is The Easiest Way

Single-Tasking As A Tool

Single-Tasking:

- Can **Help Us**
- To **Stay Clear**

Since Our **Lives:**

Can Get **Complicated**
or **Busy**
Then Sometimes
The **Tasks** that We **Do**
Can Be **So Many**

We Have **Mentioned** that:

By **Doing**
Single-Tasking
or One **Thing At A Time**
Then This Can **Help**
To **Minimize The Complication**

If:

- **Single-Tasking**
- Can **Help Us**
- To **Stay Clear**
- And So
- To **Minimize The Complication**
- Then This **Spells**
- **Simple**

Simple is The **Easiest Way**
To **Minimize The Complication**

Single-Tasking
Can **Help Us**
With
Managing Our Tasks

And We **Know** that:

Managing Our Tasks
Is **Up To Us**

Uses Of Single-Tasking

So:

- We Can **See**
- That
- **Single-Tasking**
- Can **Help Us**
- With
- **Managing** Our **Tasks**
-

Then:

- **Single-Tasking**
- Can Be **Useful**

This Would **Bring Us To**:

- **Uses Of Single-Tasking**

A **Major Use Of Single-Tasking** is:

- To **Manage**
- **Automatic Behavior**

This Idea:

Automatic Behavior

Is Known To Us

So We Can Explain it Here

Definition Automatic Behavior

We Have **Said** that:

- When We
- **Go Through** Our **Day**
- We **Move Along**
- Through Our **Various Tasks**

Some **examples** Were:

- Making Meals
- Cleaning House
- or Getting Dressed

doing tasks

fetching things

running errands
responding to situations

- When We
- **Go Through Our Day**
- We **Move Along**
- Through Our **Various Tasks**

As:

- We **Move Along**
- Through The **Processes** of Our **Actions**
- We Can **Tend To**
- **Rely On Old Familiar Ways**

This is:

- When We
- **View and Perform Our Tasks**
- We Might **Think To Ourselves**
- That
- An **Old Familiar Way**
- Can **Get The Job Done**

A Certain Method of Action
Like
From The Past
Can Be Good Enough
Can Get The Job Done

For example:

- We Might **See A Task**
- And **Think**
- This **way** has **worked before**
- or
- I usually **do it** this **way** or **that**

This **Type of Approach:**

- To **View and Perform Our Tasks**
- With **Old Familiar Ways**
- Is **Not Exactly Certain**

What We **Mean** is:

- Sometimes **Things Happen**
- That We **Never Saw Before**

So:

- If This **Happens**
- Then
- **Old Familiar Ways**
- **Are Not Exactly Certain**

When We **Do This**:

- **Rely On Old Familiar Ways**
- It Can Be **Called**
- **Automatic Behavior**

This is:

- **Definition Automatic Behavior**

About Automatic Behavior

So:

- We See
- **Automatic Behavior**

*When We **Move Along**
Through The **Processes** of Our **Actions**
We Can **Tend To**
Rely On Old Familiar Ways*

In **This**:

- We Can **Run into**
- **Automatic Behavior**

Automatic Behavior is:

- When we **run through the tasks**
- Without **spending much time**
- To **think about it**

We **Tend To Think** that:

- Afterall
- If it has **worked before**
- Then logically
- We could **do it the same way now**

When we **use** these
Old familiar ways
Then we **run the risk of**
Falling into
Automatic Behavior

Falling into:

- **Automatic Behavior**
- Sometimes Gets **Called**
- **Running On**
- **Autopilot**

About Autopilot

Running On:

- **Autopilot**
- Is A **Form of**
- **Automatic Behavior**

Autopilot is:

- When we **use** these
- **Old familiar ways**

For So Many of Us:

*We Tend To Use
Autopilot Often*

All too often:

*We do tend to
Live our lives on auto-pilot*

This is Known To Us

We Have Seen This:

*Reacting quickly
And not thinking about
The impact of our actions*

*Doing Things Impulsively
Maybe without Enough Thought*

Whimsical Decisions

We Have **Seen** This:

- And it **works on**
- **Ourselves** and on **others**

Our **Actions** Do **Have Effects**

Encountering Autopilot

It is **Good To Know** This:

- That We
- **Tend To Use**
- **Autopilot Often**

*Reacting quickly
And **not thinking about**
The **impact of our actions***

*Doing Things Impulsively
Maybe **without Enough Thought***

Whimsical Decisions

And:

- This can **happen**
- In both the **personal**
- And **professional environments**

If We:

*Know About
Autopilot
Then That is **Good***

*Blind Actions
We Could Probably
Never Know*

If We:

- **Know About**
- **Autopilot**
- Then We Can
- **Manage it**

So:

- **Encountering Autopilot**
- Doesn't Have To Be
- The **End of The World**

Single-Tasking And Autopilot

*Encountering Autopilot
During Our Day
Could Lead To Danger*

*It is **Important To Us**
To **Get Our Work Done***

If:

- We Are **Dreaming**
- or **Wrong**
- Then it is **Harder For Us**

*Since Our **Life:***

*Can **Get Complicated**
or **Busy**
Then Sometimes
The **Tasks that We Do**
Can Be **So Many***

If Our **Day Gets Complicated:**

- Then One Possible **Assistant**
- Could Be
- **Single-Tasking**

*We Have **Learned**
Single-Tasking Already*

***Single-Tasking**
is
Doing **One Thing At A Time***

By **Doing:**

- **Single-Tasking**
- or **One Thing At A Time**
- Then This Can **Help**
- To **Minimize The Complication**

Continuing Single-Tasking

The **Processes** of Our **Actions**:

- Can Have **Several Parts in Them**

For example:

*Making Meals Can Get **Complicated**
Cleaning House Can Get **Complicated**
or Even Getting Dressed Can Get **Complicated***

*It is
Best For Us
To **Minimize Complication***

***Single-Tasking**
or **One Thing At A Time**
Can **Help**
To **Minimize The Complication***

Using:

- **Single-Tasking**
- To **Minimize Complication**
- Can Be **Possible**

Learning About Mindfulness

In **Meditation**:

- There is The **Type**
- **Mindfulness**

This:

***Mindfulness**
Can Be
A **Helper For**
Using **Single-Tasking***

In **Mindfulness**:

- We Would
- **Watch Out**

- If
- We Are **Running On**
- **Autopilot**

Watchful is:

Something That We Know

Learning What Mindfulness Is

Being **Mindful**, which is **Mindfulness**, Means:

- **Paying attention**
- To what's **happening** in the **moment**

Paying attention:

*To what's **happening**
in front of us*

Also:

*To what's **happening** for us*

Put **Simply**:

- **Mindfulness** is about **being present**

We Can Understand:

Being Present

Hey:

*Remember **School?***

lol

Well:

- Being **Present in Mindfulness**
- Is Still
- **Being Present**

Paying attention:

*To what's **happening**
in front of us*

*To what's **happening** for us*

This Can **Be** in **Mindfulness**

*Ever **Since**:*

*We are little **babies**
or **Since** our first **memory**
We **know** that
We are **in a place**
Like in our **town** or **country***

***And**:*

*We **know** to
Pay attention during the
Course of our **activities***

Whether it is:

- doing tasks
- fetching things
- running errands
- responding to situations

- We **know** that
- We have to **pay attention**
- Along the **way of it**

*The **Thought** of
To **Minimize Complication**
Can Be A **Relief***

*each day
each week
each month*

*We **move along**, through the **processes** of our **actions***

- We All **Know**
- **Being Careful**

Afterall:

- We Don't **Want**
- To **Make Error**

Mindfulness is about **being present**

Like **This**:

- **Mindfulness**
- **Can Be**
- **A Helper For**
- **Using Single-Tasking**

Minimizing Autopilot

So:

- **Autopilot Could Be**
- **A Danger To Us**

In Our **Day**:

- doing tasks
- fetching things
- running errands
- responding to situations
- Are **Important To Us**

We All Want **A Good Life**

If:

- **Autopilot** Could Be **A Danger To Us**
- And **Using Single-Tasking** Could **Help Us**
- Then
- **Mindfulness** Can **Help Too**

Mindfulness

Can Be

A Helper For

Using Single-Tasking

Mindfulness** is about **being present

Mindfulness** is about **Paying Attention

Noticing Things is **Known To Us**

We Can **Do This**

*We Don't **Want***

*To **Make Error***

***Mindfulness** Can Be*

A Helper For

Using Single-Tasking

ENDING

So:

- We Have **Learned**
- **Autopilot** Could Be **A Danger To Us**
- And **Using Single-Tasking** Could **Help Us**

*We Have **Learned**
Mindfulness
Can Be
A Helper For
Using Single-Tasking*

*We Don't **Want**
To **Make Error***

*We Can **Do This***

Noticing Things** is **Known To Us

Mindfulness is about **being present**
Mindfulness is about **Paying Attention**

Then:

***This Can Be**
Soothing*

***Trouble** or **Difficulty**
May **Arise in Our Day***

***Single-Tasking**
or **One Thing At A Time**
Can **Help Us**
To **Minimize The Complication***

In Our **Day**:

- **Things May Happen**

*conditional tense
and
automatic behavior
could **occur***

*Better to be **careful***

Even:

- having a **bite of food**
- or **brushing our teeth**
- **Being mindful helps us**
- **notice** when we are on **auto-pilot**

- It can **allow us** to
- **change** what we're **doing in the moment**
- rather than **regretting it later**

Afterall:

- Better to be **safe than sorry!**