

# Career E-minder

UWF Career Services  
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Volume 3— Spring 2008, Issue 2 - Week of January 14, 2008

## Multi-tasking: Helping or Hindering?

Multitasking. It's the mark of the millennial and the topic for almost every new survey or study out there. Is it a good practice? Or is it a detriment to productivity? Many scientists have stated that it is, indeed, a problem for many workers. It is said that 20 to 40 percent of company time is wasted from employee's multitasking. (That finding came from a study done back in 2001 by the American Psychological Association.)

Multitasking does have its drawbacks. There is the "time cost"; switching back and forth between activities or different areas of focus. Even though the time allotted to "deciding when to switch focuses", "catch up on the progress of the next focus", and "steadily begin work again" may seem trivial. When added up, however, these time spots can contribute to a hefty load of time wasted transitioning between trains of thought. Even with this negative aspect to the "millennial method", there is a strong community that states multitasking is the very utility that keeps one working.

Multitasking allows one to maintain simultaneous control and progress on a variety of projects that may have upcoming deadlines, certain effects on recent events, or require a timely completion. Many of those who claim that they are multitaskers, say they are, but not by choice. Many multitaskers do so only because they feel more comfortable with the fast-paced, ever-changing way of work. Many say that it keeps them awake from the mundaneness of only bothering with one project; knowing that progress is being made on a variety of projects, albeit very little, can be more comforting.

Although we, as students, find ourselves multitasking in our everyday lives with IM, TV, and cell phones; each of us must identify our own personal work style.



### Job of the Week

**Job ID: 4546**

**Job Title: Systems Analyst**

**Organization: City of Pensacola**

**Job Description:** This salaried eight-to-five is a professional position reporting to the Management Information Division Head, and is responsible for managing the City's Internet and Intranet, developing web sites and applications using content management system with underlying ASP, Javascripts, and Flash templates. Must have a Bachelor's in Computer Science, Management Information or related field.

**Interested?:** Email your resume to [jlarkins@ci.pensacola.fl.us](mailto:jlarkins@ci.pensacola.fl.us).

**Log on to JasonQuest to find out more information!**

### Word to the Wise

- Be very wary and skeptical of pyramid schemes or pyramid job offers.

- A desk is only messy if you can't find anything. Otherwise, it's organized "just the way you like it."

- Life Lesson #36: If you are ever offered a mint, always gratefully accept one. Always.

- Never dress better than your boss.

- Cover letters are always a good idea if you are unsure of what you are mailing/faxing.

- Resumes are just that, resumes. Not a map to Candyland; make it clean and professional.



### IMPORTANT INFO!

- **Tuesday, January 15th:** There is a Co-Op//Internship Info session at 10 AM. It should be noted that if you are interested in a Co-Op or an internship for Summer 2008, you should begin your search now and attending an info session is REQUIRED. Contact Career Services with the contact info at the top of the page in order to register for a session!

### Water Cooler Joke of the Week

A boss sent his secretary to get him a coffee. She was upset at this, and finally confessed that she wanted more responsibility. Her boss replied, "Okay, get me a Danish, too."