

IND-1382A: The Science of Monotasking

Course Syllabus

- **Instructor: Dr. Maryam Torbati**
- **Number of Credits/Units: 3 Semester Credits/Units**
- **Format: Online Self-Paced Course**
- **You will have 3 months from your date of registration to complete the course.**

Course Description:

You may have at some time, asked yourself the question, “Should I multitask to get more done? Or just focus on one thing at a time? Can we really multitask effectively?” Many studies have shed light on the downside of multitasking--trying to juggle multiple tasks at one time. One often cited study from Stanford University found that people who multitask are more easily distracted, less productive, score lower on tests for recalling information, and make more errors.

In the course *The Science of Monotasking*, we will compare and contrast multitasking and monotasking. We will look at theories of task management and review cutting edge research in the field of task management. If you are looking to bring more focus into your busy life, then this class is for you.

What is Monotasking?

Monotasking is simply the idea of focusing on one task at a time. This may sound pretty obvious or straightforward, but in the modern world of multitasking and always being pulled in a million different directions, monotasking can often feel a lot easier said than done. Many of us have been taught to focus across a variety of fields or jobs from a very young age, so deciding to turn our brains to a singular task at hand can be a difficult skill to master. Monotasking requires you to turn off distractions (yes, even your phone) and focus on one project until either a milestone is reached, or a certain amount of time has elapsed.

Course Objectives:

By the end of the course, students will be able to:

- Describe the amazing brain and its limitation in multitasking.

- Name the 12 monotasking components.
- Discuss the brain's largest shortcoming and how to remedy it.
- Analyze what strengthens memory in learning.
- List the pros and cons of multitasking.
- Depict how monotasking helps with ELD, dyslexia, and kids with disabilities.
- Define and differentiate between multitasking and monotasking.
- Explore practical strategies to enhance memory through monotasking.
- Assess PERSONAL strategies for developing and increasing monotasking.
- Clarify the significance of simple characteristics of a trained brain.
- Demonstrate a deep knowledge of power of monotasking performance-based effective learning.
- Apply a variety of strategies in enhancing the ultimate power of the brain through monotasking.
- Discuss and identify the power of aligning monotasking to common core standards.
- Develop, expand, or shift effective and practical ways of a well-balanced brain.
- Implement the power of monotasking in reading, language arts, math, science, social studies, and many other subjects.
- Explain the effective power of monotasking techniques that you can use immediately.
- Teach power of monotasking for deep learning & retrieval as it relates to obtaining and maintaining excellence.
- Identify power of monotasking and how it works, step by step.
- Describe the power of monotasking process.
- Identify major benefits of using the power of monotasking principles.
- Discuss problem solving through monotasking
- Summarize the importance of monotasking in the classroom.
- Analyze how learners learn and how monotasking can help.
- Create appropriate materials to teach monotasking.
- Align teaching monotasking skills to Common Core Standards.

Takeaways – What this Course Gives You:

- An understanding of the definition and characteristics of monotasking.
- A basic knowledge of the difference between monotasking and multitasking.
- Awareness of how multitasking impacts students.
- Ways to teach monotasking.
- Evidence-based strategies for teaching with monotasking.
- Many activities to implement with your students.
- Specifics on establishing an appropriate learning environment.
- Ability to recognize and teach kids who are ELD, dyslexic, and special ed students.
- A focus on how students are thinking and how they are growing as thinkers and learners.
- Insight on ways students develop depth in learning.
- A vision of building a classrooms based on monotasking.
- Information on how to create a step-by-step monotasking classroom lesson.
- Strategies for going beyond the classroom.
- Tools to help teachers to shape timely instructional strategies targeted to immediate student needs.

Textbooks - Read One of the Following Books:

These books are classics in the field of Task Management and any one or all are recommended by your instructor

- [Monotasking: How to Focus Your Mind, Be More Productive, and Improve Your Brain Health](#). (June 1, 2021)
- [The Twelve Monotasks: Do One Thing at a Time to Do Everything Better](#) (Dec 7, 2021)
- [Designing the Mind: The Principles of Psychitecture](#) (Jan 10, 2021).
- [Building Brand Communities: How Organizations Succeed by Creating Belonging](#) (June 9, 2020)

Assignments:

Module 1 Introduction to Monotasking

Assignment 1.1 Reflection and Goals

Reflect on your experience with monotasking and describe your future goals for enhancing learning through this *Science of Monotasking* course.

Module 2 Understanding Monotasking

Textbooks, videos, readings

Assignment 2.1 Getting Acquainted with Monotasking

Designed to acquaint you with the neuroscience of monotasking and teaching learners to monotask

Assignment 2.2: Reflection Forum

This assignment will help you to understand and reflect on what you have read about and viewed and how you can transfer this knowledge to your classroom.

Module 3 Preparing to Implement Teaching Methods

Assignment 3.1: Planning to Teach Monotasking

Produce creative activities for teaching monotasking skills.

Assignment 3.2: Reflective Forum

This assignment will help you review and implement the module content.

Module 4 Planning and Presentation

Assignment 4.1 Lesson Plan

Create a detailed, multi-paged, 3-Day lesson plan for applying teaching methods monotasking skills.

Assignment 4.2 PowerPoint Presentation

Create a 10-slide *PowerPoint* project based on the course readings and 2-slides of summary.