



TIMELY IDEAS

Multitasking Made Simpler

(NAPSA)—Whether it's updating your handheld while listening to voice mail or writing checks while dealing with a houseful of kids, odds are you find ways to multitask throughout the day.

In fact, 54 percent of workers read e-mail while on the phone and 11 percent write to-do lists during meetings, according to a recent survey by ComPsych, a Chicago provider of employee assistance programs.

So what's one of the best ways to multitask? Keep an eye out for products that can help make you more productive. For instance, the new BIC DUO™ is a ballpoint pen and highlighter in one—with just a simple twist needed to switch from one to the other. The



pen can be a smart choice for students, parents and professionals who are constantly fumbling with two writing instruments—one to take notes and the other to highlight important information.

Finally, experts say truly effective multitaskers—whether they're busy executives or busy parents—know when to delegate. If you feel overwhelmed, take a look at your to-do list and highlight which jobs can be handled by other people. Doing so could free you up to handle more important tasks.

For more information, visit www.bicworldusa.com.