



# MONEYWISE

VALUING PEOPLE. VALUING MONEY.

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## THIS MONTH'S TOPIC: INCREASE PRODUCTIVITY BY FINDING FLOW

Have you ever been so engaged in an activity that time seemed to melt away? This is "flow," and it could happen at work, school, or play. Flow can increase concentration and improve personal productivity. With some effort, flow can be intentionally achieved.

### CREATE THE RIGHT CONDITIONS

Today we are constantly asked to multitask. Research suggests that doing several things at once keeps the brain from deeply engaging with any one task. Flow cannot happen if you are not fully engaged. Setting aside specific times to work on projects without distractions can help foster flow.

Researchers have noted eight components that may contribute to creating an optimal flow experience. First, the project should be do-able. In addition, it should include focus, goals, feedback, involvement, and control. Through this experience, you stop worrying about yourself and time seems to "stand still," where hours fly by but minutes feel long.

### BALANCE CHALLENGE AND SKILL

Another key factor to encouraging flow is to strike a balance between challenge and skill. If a task is too challenging, it causes anxiety. However, if a task is too simple and does not



