

DYP 21st Century Skills

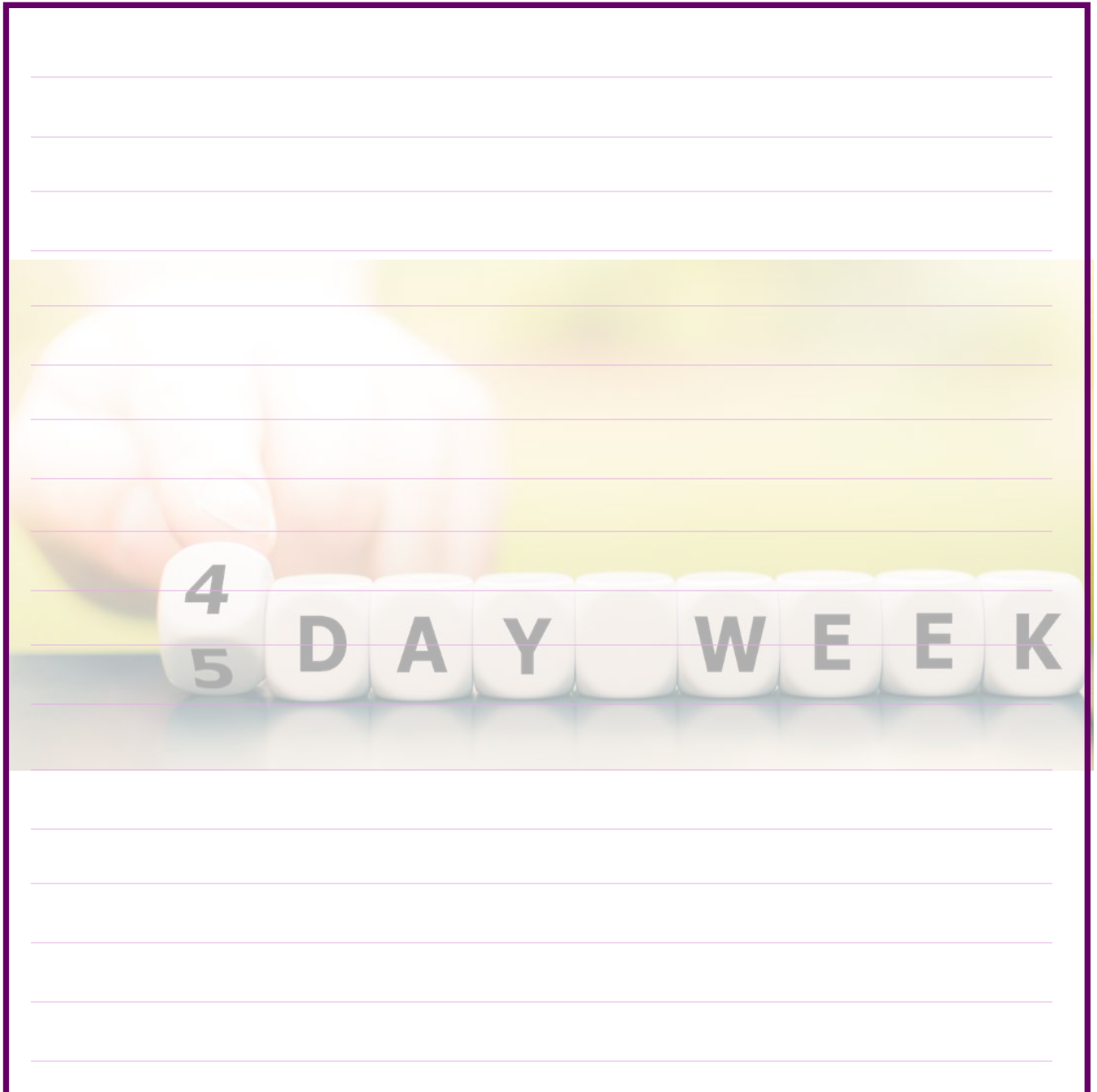
PRODUCTIVITY



Grade 9-12

2022/23

How would you make a 4-day week more productive than the current 5-day week we have?



A large rectangular area with a purple border containing horizontal lines for writing. In the center, there is a photograph of a hand moving a white pill with the number '4' on top and '5' on the bottom, from the '5' position to the '4' position in a row of pills spelling '4 DAY WEEK'.

**Do you think people in other countries
are more productive at school and in
their jobs?**

If so, why? If not, why not?



A group of stylized human figures of various ethnicities, each filled with a different national flag, standing in a line. Below them are several horizontal lines for writing.

Time Management: Rating Scale

Time Management is the ability to use time wisely to accomplish tasks and goals. Time management is sticking to time limits and adhering to deadlines.

1. Rate yourself on each of the time management skills listed.
2. Circle the ones you feel you could improve upon.



1

Agree

2

Somewhat Agree

3

Disagree

- I am able to focus and prioritize on what is important
- I always finish what I start
- I respond promptly with requests
- I start tasks/chores promptly
- I don't waste time and use time to my advantage
- I allocate time according to need and meet deadlines
- I can estimate time needed to do typical tasks and chores
- I am able to adjust time allocations as necessary – slow down or speed up

Write a goal or two about how you could improve your ability to improve time management skills.
Be specific and indicate the strategies you would use!