

abq

DYP
Discovering You Program

DYP 21st Century Skills LEARNING & DEVELOPMENT VIDEO SERIES

Part 11 – Productivity

Grades 9-12





Productivity الإنتاجية



Productivity الإنتاجية





For this week:



**Provide solutions to
6 productivity barriers
that will help boost your outcomes
for this new school year!**

Think critically and be as creative as possible!

1. LETTING HOMEWORK/ASSIGNMENTS PILE UP

How it slows down productivity: Feeling overwhelmed can lead to procrastination and halt all productivity. If you feel overwhelmed by homework, you may not know where to start—and ultimately end up never getting started at all.

Your Solution: _____

2. NOT TAKING PROPER STUDY BREAKS

How it slows down productivity: Trying to tackle all work in one sitting rather than breaking it up with proper study breaks can actually lead to increased frustration and reduced efficiency.

Your Solution: _____

**Productivity
Barriers**

3. LETTING HOMEWORK/ASSIGNMENTS PILE UP

How it slows down productivity: Loud, busy places can make it very difficult for you to focus. This leads to assignments not being completed as quickly or as thoroughly as they could be.

Your Solution: _____

4. PROCRASTINATING ON LARGE ASSIGNMENTS

How it slows down productivity: If all your energy is spent getting all the small, easy tasks completed, there isn't much energy left for larger, more difficult tasks. This leads to last-minute stress, frustration, and assignments not done to their full potential.

Your Solution: _____

**Productivity
Barriers**

5. TEXTING & SOCIAL MEDIA

How it slows down productivity: Digital devices are an essential part of our daily lives and can be very helpful. But they're also major distractions. Every time you check social media or answer a text, your focus is lost, taking more time to refocus on the task at hand.

Your Solution: _____

6. DISTRACTIONS & DAYDREAMING

How it slows down productivity: Daydreaming takes away valuable homework time. The longer you drift into a daydream the more effort it takes to refocus (and complete) your assignments.

Your Solution: _____

**Productivity
Barriers**

The Eisenhower Decision Matrix



The Eisenhower Matrix allows you to create a system of prioritizing the most important tasks so that they don't get lost to the sudden, unexpected tasks that always seem to arise out of nowhere.

The idea is that all of your tasks can be sorted into four quadrants, with axes of "Important" and "Urgent". These four quadrants are given number values of 1 through 4 based on their priority.

1. “Important” and “Urgent” tasks. These receive a priority level of 1 and should be your primary focus to complete.

2. “Important”, but “Not Urgent” tasks. These are the long-term goals and tasks that you are important to your personal and professional development, but don’t have a firm deadline.

3. “Not Important”, but “Urgent” tasks. These tasks are the ones you can delegate or schedule to complete after your 1st quadrant tasks are completed.

4. “Not Important” and “Not Urgent” tasks. These tasks are placed in the 4th quadrant; ones you put to wayside and should eliminate. Do you really need to binge-watch Netflix or could that time be better used to work on your 2nd quadrant tasks, such as reading one new book per month?

Do first

①

Urgent and Important

Schedule

②

Less urgent, but important

Delegate

③

Urgent, but less important

Don't do

④

Neither urgent nor important

My Eisenhower Decision Matrix for 2020-21

Do first

①

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Urgent and important

Schedule

②

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Less urgent, but important

Delegate

③

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Urgent, but less important

Don't do

④

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Neither urgent nor important

Email your answers online by next Thursday at ...

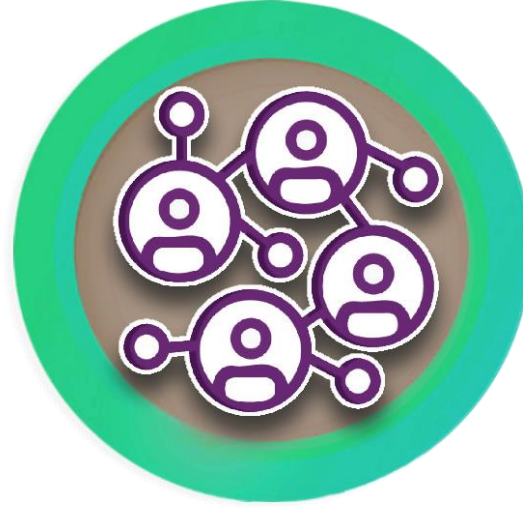


- Sohar students : dyp.21cs@abqsohar.edu.om
- Azzan Bin Qais students : dyp.21cs@abqazzan.edu.om
- Seeb students : dyp.21cs@abqseeb.edu.om



abq

Next week's video ...



Social Skills

المهارات الاجتماعية