

## DYP 21<sup>st</sup> Century Skills

# PRODUCTIVITY



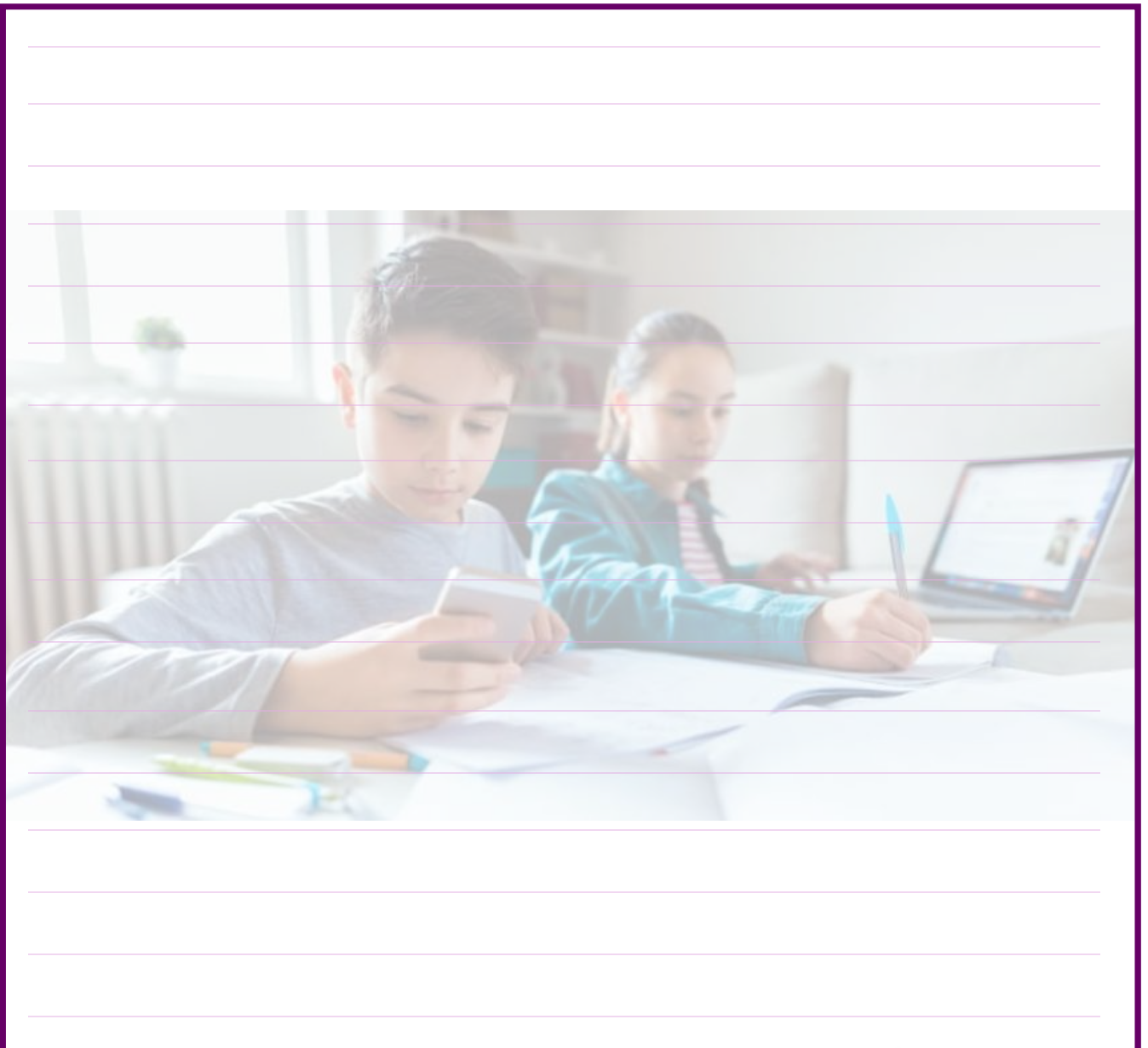
**Grade 6-8**

2022/23

## Productivity Exercise 1

**Explain why the 6 points below make you less productive? How would you fix them to become more productive?**

1. Letting Homework (Assignments) pile up
2. Not taking proper study breaks
3. Studying in loud, busy places
4. Procrastinating on large assignments
5. Texting and social media
6. Distractions and daydreaming



## You are back at school!

Use the worksheet below and write down what is important, what can wait and what is urgent for next week.

### URGENT, IMPORTANT...IT CAN WAIT!

What are some things you need to get done? What's urgent, what's Important, and what can wait?  
Use this worksheet to help you prioritize what you need to do!



WHAT ARE SOME THINGS THAT NEED TO GET DONE AS SOON AS POSSIBLE?

**URGENT!**

WHAT ARE SOME IMPORTANT THINGS THAT NEED TO GET DONE, BUT NOT RIGHT AWAY?

**IMPORTANT!**

WHAT ARE SOME THINGS ON YOUR LIST THAT AREN'T URGENT OR IMPORTANT AND CAN WAIT A FEW DAYS?

**IT CAN WAIT!**

## Productivity Exercise 3

**A very special guest is coming to visit your school for only 2 hours!**

**You need to make a plan so they can see as much of the school as possible.**

**What is your plan?**

