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DYP
Discovering You Program

DYP 21st Century Skills LEARNING & DEVELOPMENT VIDEO SERIES

Part 11 – Productivity

Grades 6-8



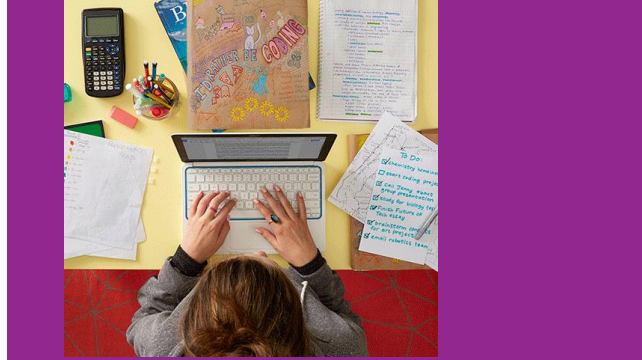
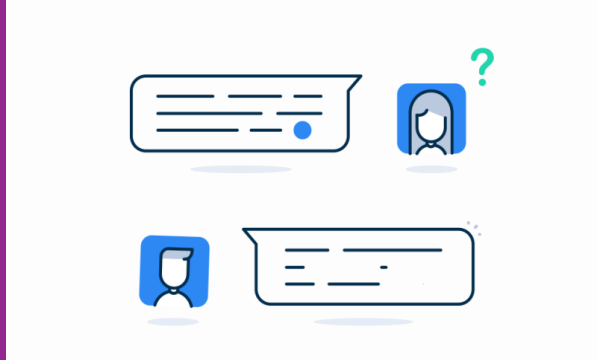


Productivity الإنتاجية



Productivity الإنتاجية





For this week:



What **stops** or **distracts** you from being more productive at home and at school?

Explain how you can overcome these challenges for the new school year.

Write at least 200 words.

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

Urgent and important

Schedule

②

Delegate

③

Don't do

④

Email your answers online by next Thursday at ...



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Next week's video ...



Social Skills المهارات الاجتماعية