

Mentee : _____

Grade : _____

Date: _____

**PRODUCTIVITY
ACTIVITY 1**

DECISION-MAKING SCENARIO:

Below are 4 decision-making scenarios. Your task is to weigh the pros and cons, set priorities, and make informed decisions to enhance your productivity.

Choose at least 2 scenarios and complete your answer by keeping three important steps in mind:

- a) What are the pros and cons of this situation you find yourself in?
- b) What are your priorities
- c) What is your informed decision?

1. You have a huge incomplete project due Sunday, and your cousin just asked you to go camping all weekend.
2. You get invited to a party; most of your friends also got invited, but your best friend was left out, on purpose.
3. You promised your grandma you would help her on Saturday, but you get invited to your favourite water park in Dubai - for free!
4. Your English project is due tomorrow. Your best friend calls you with two concert tickets to your favourite artist! Your English grade is a C. What do you do?

Scenario No. _____

a)

b)

c)

Scenario No. _____

a)

b)

c)

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TIME AUDIT:

PRODUCTIVITY ACTIVITY 2

Keep a time diary for a few days, documenting how you spend each hour. Later, you will analyse the diary to identify time-wasting activities and opportunities to better manage your time. How did you go?



What time is it?	What are you doing?	Where are you?	With whom are you?
00.00	Sleeping	In my bed	Alone
09.10	Getting up	In my room	Alone
09.11	Eating breakfast	In the kitchen	The family
09.30	Playing computer games	In the computer room	Alone
10.31	Playing football	Outside	Siblings
11.10	Cleaning the house	Inside	The family
13.01	Eating	In the kitchen	The family
13.34	Reading	In my room	Sister
14.15	Playing computer games	In the computer room	Alone
15.16	Playing monopoly	In my room	Sister
16.30	Feeding the animals	In my room	Alone
16.31	Watching TV	In my room	Alone
17.45	Vacuuming	In my room	Alone
18.00	Playing football	Outside	Sister and brother
18.30	Eating	In the kitchen	The family
19.30	Watching TV	In the basement	The family
21.00	Going to the temple	In the car	The family

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**PRODUCTIVITY
ACTIVITY 3**

STUDENT TIME MANAGEMENT:

What do the two student pictures below tell us about time management and being productive? Have you ever felt like this? Explain.

