



Productivity



Grade 11



Mentee:

Grade: Date:

PRODUCTIVITY ACTIVITY:

Below are four proven methods to help boost your productivity.

Take a moment to read through all four. If you have the time, try them all! If not, choose the one that best fits your learning style and follow the steps exactly as explained.

After trying it, answer the following questions in detail:

- Which method did you choose and why?
- Did it help improve your productivity? If yes, how?
- Explain why you liked or disliked about it?
- Would you use this method again?

TOP 4 PRODUCTIVITY METHODS

Pomodoro Technique

1. Decide on the task to be done.
2. Set the timer for 25 minutes.
3. Work on the task until the timer rings.
4. Take a 5-minute break.
 - a. That is 1 Pomodoro.
5. Repeat steps 1-4 until you complete four Pomodoros.
6. Take a longer break (15-30 minutes).
7. Go back to step 1 and start a new cycle.

Decide Task **25 MIN** Stop when timer goes off **5** After 4 cycles take 15-30 min break
Set timer 25 min Take 5 min break

Eisenhower Matrix

List all your tasks and sort them into four categories:

- Do: Urgent and important tasks.
- Decide: Important but not urgent tasks.
- Delegate: Urgent but not important tasks.
- Delete: Not urgent/not important tasks.

	Urgent	Not Urgent
Important	Do	Decide
Not Important	Delegate	Delete

3-3-3 Method

1. Devote 3 hours to deep work on your most important task.
 - a. Have defined goals to get done.
2. Complete 3 other urgent, but shorter tasks.
 - a. Several minutes each like meetings, calls, etc.
3. Do 3 "maintenance" tasks.
 - a. Cleaning, emails, exercise, journaling, etc.

3 3 hours deep work **3** 3 shorter tasks **3** 3 maintenance tasks

2 Minute Rule

1. Estimate the time for each of your tasks.
2. If it will take less than 2 minutes, do it right away.
 - a. Don't postpone it or add it to your to-do list.
3. If it will take more than 2 minutes:
 - a. Delegate it, defer it, or
 - b. Break it down into smaller steps that can be done in 2 minutes or less.

- < 2 minutes do it now
- > 2 minutes:
 - Delegate or
 - Defer or
 - Break down to 2 minute steps