



# Productivity



Grade 3



Mentee: .....

Grade: ..... Date: .....

### PRODUCTIVITY ACTIVITY:

Create a simple daily planner to organise school and home tasks. Make a list with morning, afternoon, and evening sections. List tasks you want to complete in each part of the day.



Ellie's  
DAILY CHECKLIST

MORNING		AFTERNOON		EVENING	
<input type="checkbox"/>	Make Bed	<input type="checkbox"/>	Chores	<input type="checkbox"/>	Take Bath
<input type="checkbox"/>	Brush Teeth	<input type="checkbox"/>	Practice Piano	<input type="checkbox"/>	Clear Table
<input type="checkbox"/>	Get Dressed	<input type="checkbox"/>	Read 30 min	<input type="checkbox"/>	Clean Toys
<input type="checkbox"/>	Eat Breakfast	<input type="checkbox"/>	Play with baby	<input type="checkbox"/>	Feed Pet
<input type="checkbox"/>	Say Prayers	<input type="checkbox"/>	Put shoes away	<input type="checkbox"/>	Brush Teeth
<input type="checkbox"/>	Morning Chore	<input type="checkbox"/>	Eat Snack	<input type="checkbox"/>	Put on PJs
<input type="checkbox"/>	Feed Pet	<input type="checkbox"/>	Homework	<input type="checkbox"/>	Say Prayers