



Productivity



Grade 12



Mentee:

Grade: Date:

PRODUCTIVITY ACTIVITY:

The final exams are fast approaching! Below is an excellent list of strategies to boost your productivity.

- Which of these methods have you tried before?
- What are your personal favourite ways to stay productive?
- Can you think of any other strategies you could start using now to make your exam preparations easier and less stressful?

20 PRODUCTIVITY TIPS I

WISH I HAD KNOWN EARLIER

- 1) Plan your day.
- 2) Write everything you want to achieve in a day.
- 3) Write your goals on a physical paper.
- 4) Follow the 80/20 Rule. 20% of your work will bring you 80% of your results.
- 5) Stop Multitasking. Switching tasks significantly reduces your productivity.
- 6) Focus on one task at a time.
- 7) Remove all distractions from your environment.
- 8) When tired, take a nap.
- 9) Learn to say no. You will never have enough time if you say yes to everything.
- 10) Delegate all the non-important tasks.
- 11) Don't wait for the perfect time. Do It Now.
- 12) Anything that can be done in under five minutes should be done now.
- 13) Do the task that you hate first.
- 14) Set deadlines; the task will never be finished without deadlines.
- 15) Stop focusing on things that don't help you achieve your goals.
- 16) Don't be a perfectionist when it's not required.
- 17) Schedule a time when you're going to check your email.
- 18) Avoid all unnecessary meetings.
- 19) Avoid negative people at all costs.
- 20) Do what you love.