


Annex 2 – Call to Action Activity Template

Theme: Being More Productive

Thematic Area	Being More Productive		
Activity Title	Boost Your Productivity		
Type of resource	Self-Help Activity		
Photo			
Duration of Activity (in minutes)	30-60 minutes	Learning Outcome	Identify and implement strategies to improve productivity and reduce procrastination.
Aim of activity	To help individuals increase productivity, reduce procrastination, and enhance their mental well-being.		
Materials Required for Activity	<i>Pen/pencil, paper or journal</i> <i>A timer or clock</i>		
Step-by-step instructions	Reflect on your current productivity levels and identify any areas where you struggle with procrastination or lack of motivation. Write down your thoughts and feelings on paper or in a journal.		

	<p>Brainstorm a list of strategies or habits that you could implement to improve your productivity. Some examples might include setting clear goals, breaking tasks into smaller steps, eliminating distractions, prioritizing tasks, using a timer or schedule, and taking regular breaks. For example, you could install a smartphone app to monitor your phone usage; or you could put your phone on silent to reduce distractions.</p> <p>Choose one or two strategies from your list that you feel would be most effective for you personally. Write down these strategies and a plan for implementing them.</p> <p>Set a timer for 25 minutes and work on a task using your chosen strategy. Focus on the task at hand and avoid distractions.</p> <p>After the 25 minutes is up, take a short break to rest and reflect. Think about how you feel after implementing your chosen strategy and whether it was helpful in increasing your productivity.</p> <p>Repeat the process of working for 25 minutes and taking short breaks several times, adjusting your strategy if necessary.</p> <p>As a wrap-up, reflect on your experience and write down any new insights or strategies you discovered during the activity. Continue practicing these habits to boost your productivity and mental well-being.</p>
Template	<p>N/A</p> <p><i>Install a smartphone app to monitor your phone usage.</i></p>