

MOOC DIGITAL WORKPLACE		
MODULE 1: SELF-MANAGEMENT		
VIDEO: MOD1_6: Productivity		
<p>Script: details of what the course presenter will say. On screen text: ideas, images etc. to appear on screen as and when prompted. Editing notes: notes of what needs to be changed for the next edition.</p>		
SCRIPT	ON SCREEN TEXT	EDITING NOTES
<p><i>(TRAINER):</i> How we manage our time affects our level of productivity. It is a skill that can be developed gradually over time, and is essential for teleworking.</p> <p>Being productive inevitably means having to PRIORITISE; that is, learning to put tasks into an order of importance.</p> <p>To do this, we can refer to the matrix of priorities created by General EISENHOWER which is based on two fundamental concepts: IMPORTANCE and URGENCY.</p> <p>How important a task is can be determined by how much it contributes to achieving our objectives. And the urgency of a task is determined by TIME. Urgent tasks demand immediate attention.</p>	<p>Card: MATRIX OF PRIORITIES (put an image / graphics with the two fundamental concepts of IMPORTANCE and URGENCY with the four quadrants).</p>	<p><i>In this video 3 participants will assist the trainer.</i></p> <p>Close-up of the trainer for a few seconds holding a sign showing his/her full name.</p>
<p><i>(PARTICIPANT 1):</i> The first quadrant of the matrix is the quadrant of HIGH IMPORTANCE and HIGH URGENCY, that is, work which results from postponing and from bad planning.</p> <p>In this quadrant, we find things that were important, but were not attended to, with other important and urgent tasks that came up unexpectedly. This combination usually leads to stress and exhaustion. You can feel like a "fire-fighter", because you are constantly "putting out fires".</p>	<p>Card: HIGH IMPORTANCE and HIGH URGENCY</p>	<p>Close-up of participant nr 1.</p>
<p><i>(PARTICIPANT 2):</i> The next quadrant is that of LOW IMPORTANCE and HIGH URGENCY; These tasks are urgent, but not as essential or as important as those in quadrant 1.</p> <p>Often, what we do is fall into the trap of prioritizing to meet the expectations of others. We focus on the tasks that have immediate deadlines and in the end, we do not give importance to the tasks that really need our attention which then end up getting left undone. This is the most challenging quadrant. We have to constantly ask ourselves if what we are doing now, is a matter of urgency and deserves our time or if we need to stop spending time on it and dedicate our time to more important tasks which are directly associated with achieving our goals.</p>	<p>Card: LOW IMPORTANCE and HIGH URGENCY</p>	<p>Close-up of participant nr 2.</p>
<p><i>(TRAINER):</i> And, now we come to the quadrant of HIGH IMPORTANCE and LOW URGENCY. It is the quadrant in which we can do some work in advance, work that is related to our goals and/or our vision. It is the quadrant that gives us quality of life, balance and tranquility. It is the result of planning and organizing.</p>	<p>Card: HIGH IMPORTANCE and LOW URGENCY</p>	<p>Close-up of the trainer.</p>

<p>(PARTICIPANT 3): Finally, we come to the last quadrant: LOW IMPORTANCE and LOW URGENCY. The tasks worked on in this quadrant tend to lead us to waste time and lose FOCUS becoming IRRESPONSABLE.</p> <p>These are the tasks that should be ignored and just be thrown directly into the bin!</p>	<p>Card: LOW IMPORTANCE and LOW URGENCY</p>	<p>Close-up of participant nr 3.</p>
<p>There are many tools that can help you, apart from just prioritizing, to be more productive when you are working. Here are some interesting examples:</p> <ul style="list-style-type: none"> • CALENDAR: good for setting tasks with deadlines. It can be shared with other people which is ideal for teleworkers to co-ordinate with other team members. • AGENDA: used to organise the time you have available each day. • SCHEDULE: good for listing all the activities involved in a project of a certain complexity, since it allows us to include deadlines and order the tasks into a logical sequence. • RETROPLANNING: this is planning "in reverse"; from the the deadline or the end of the project (date by which we have to deliver a completed goal), up to today's date. We plan all actions from the end time to the present. 	<p>Card:</p> <ul style="list-style-type: none"> • Calendar • Agenda • Schedule • <i>Retroplanning</i> 	<p>Close-up of the trainer. Words appear on the screen as they are mentioned.</p>
<p>Finally, apart from what we recommended in the previous time management video, to be more productive you should try the following:</p> <ul style="list-style-type: none"> • Do not be such a perfectionist. Sometimes we are too demanding with tasks that are not important, and this reduces the time we have for more important tasks. • Learn how to systematize tasks and implement processes especially for simpler tasks. • Avoid doing several things at once so you do not get confused. It is not possible to do more than one important thing at any one time if we want to maintain quality. • Make the most of your energy levels. Know when your concentration and productivity levels are at their highest. • Remember that exercising will help you stay fit and maintain high performance levels. Try to find time to do it frequently. • Start the day with what you do not like doing first so that you do it when you are most alert and most focused. Starting with something you like can mean you end up spending more time on it than is actually required. • If something quick and easy comes up, do it immediately to avoid adding it to your "to do list". • Reserve some time on a weekly basis to think, plan, organise and prioritise. • Take advantage of the resources and tools you have at your fingertips. <p>Remember that time is neither created nor destroyed and there are only 24 hours a day. What we can change is how we manage this time.</p>	<p>Card with summary:</p> <ul style="list-style-type: none"> • Avoid unnecessary perfectionism. • Systematize tasks. • Avoid multitasking. • Take advantage of when your energy levels are high. • Do regular physical exercise. • Do the tasks you do not like doing first. • Do whatever comes up and be quick. • Allow time for planning and organizing. <p>Take advantage of tools and resources.</p>	<p>Close-up of the trainer with the text on one side of the screen (phrases only appear as they are mentioned).</p>