

THE SCIENCE OF PRODUCTIVITY

1 COMPLETE THE SENTENCES FROM THE VIDEO "THE SCIENCE OF PRODUCTIVITY" WITH THE RIGHT PREPOSITIONS.

- 1 In a world that seems busier _____ the day, productivity is _____ the minds of many.
- 2 But instead of downloading the latest time management app or forcing yourself to stay _____ work _____ hours _____ end how can we use science to crack open the potential of our minds? Is there a secret _____ being productive?
- 3 The first thing to come to terms _____ is that your willpower is simply not enough.
- 4 The first step, get started, it may seem obvious but studies have shown starting a project to be the biggest barrier _____ productivity
- 5 Instead of diluting their effort _____ the entire day, they have periods of intense work followed _____ breaks.
- 6 Instead of trying to maintain energy _____ the entire day, breaking it down into sessions with planned relaxation is most effective.
- 7 Write it down, mark it _____ your calendar and you'll be much more likely to complete your task.
- 8 Instead, try and make a list _____ night of what you want to accomplish tomorrow, this way you hit the ground running with your action plan and avoid trying to complete multiple activities _____ once.

2 MATCH THE FOLLOWING ADJECTIVES WITH SUITABLE NOUNS.

- 1 LATEST
- 2 METHODICAL
- 3 MINDLESS
- 4 BITE-SIZED
- 5 EXHAUSTIBLE
- 6 INTRUSIVE

- a) work
- b) source
- c) approach
- d) thoughts
- e) tasks
- f) app



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3 DISCUSS THE FOLLOWING QUESTIONS:

- Which of the factors listed below badly affect your productivity at work? Why?
 - procrastination
 - deadlines
 - multitasking
 - lack of a daily plan
 - noise in your work environment
 - email/message notifications
 - meetings
 - breaks
 - cluttered desk or space
 - interruptions from coworkers
- Have you ever felt that your willpower is not enough to get things done?
- How do you typically approach starting a project or task?
- Have you ever experienced the Zeigarnik effect?
- Do you find it easier to work in short bursts with breaks in between or to work for longer periods of time?
- Have you ever tried using a deadline or accountability chart to motivate yourself to complete a task?
- How do you typically evaluate your progress on a project or task?
- Have you ever found yourself multitasking and feeling less productive as a result?
- How do you plan out your daily or weekly tasks to maximize productivity?
- Have you found that breaking down large tasks into smaller, more manageable ones helps you get started?
- Have you tried any productivity apps or tools, and have they been effective for you?
- How do you stay focused and motivated when working on a task that is difficult or boring?
- What are some time-management techniques that have worked well for you?
- Have you ever had to make adjustments to your daily routine to improve your productivity? What did you change?
- How do you deal with stress and pressure when you're working on a deadline?

