

## St Joseph's Convent Student Wins Essay Competition

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Productivity Awareness Week, an initiative of the National Competitiveness and Productivity Council, came to a close on 17<sup>th</sup> October 2014. The week was made up of an abundance of activities including a secondary school essay competition. The competition which ran until 8<sup>th</sup> October 2014 was geared towards making young students think about the concept of productivity. St Joseph's Convent student Sherphyl Emmanuel was the victor, winning a Tablet and \$500 in cash. Below is her winning essay.

*Productivity is about the effective and efficient use of all resources. Resources include time, people, knowledge, information, finance, equipment, space, energy and materials. Indeed, productivity is embracing a mind-set that continuously strives for excellence.*

*Most of all the world's prosperous people have been productive in their endeavours. My peers, you can be productive by learning to prioritise, making a to do list, staying organized, eliminating distractions, not procrastinating and making every second count.*

*Learn to prioritise. Prioritization is a skill that will benefit you for the rest of your life. As a student you are constantly bombarded with assignments, due dates and exams. In order to help you deal with all these responsibilities, it is helpful to make a do list with exactly what needs to be done, due date and weighted grade. Resist the urge to complete the easiest tasks first. Part of prioritizing is realizing that it will benefit you more to tackle the most important assignment first.*

*Create a to do list that actually works for you. Make your tasks simple but actionable. Ensure that you actually get things done every day. Stick to one method. It matters less what that method is. If you deviate too often, no method will be useful to you.*

*Stay organized. Organization is an essential element of efficiency and it will definitely help in the long term. Keep all your material for work in one area. Not only will this help you by allowing you to immediately locate items when they are needed but when it is time to study, all the information you need to succeed will be readily accessible.*

*Ensure homework is done because class work is not sufficient. 'Practice makes perfect.'*  
*Challenge yourself and see if you really understand the concept taught. Extra work is very important in helping you work better during exams since you are familiar with it.*

*Prepare yourself to avoid time wasting on mornings. Pack your bag; ensure all homework is done and that you are set for school. This can prevent the incidents of forgetting a text book or notebook, homework and also reduces running around on mornings, trying to beat the clock.*

*Get rid of distractions. When you are studying, anything can be a distraction e.g. your friends laughing and talking, your phone ringing, facebook beckoning you to waste time. If you are constantly struggling with these distractions, it is time to take some drastic measures. Friends are diverting you? Put on some headphones, find a quiet, peaceful place. Facebook is tempting you? Put the computer off or away; block time wasting sites during study hours; put away your phone or send a broadcast saying 'do not disturb, I'm studying.'*

*Do not procrastinate. This is one of the world's biggest productivity busters. By giving into procrastination, not only do you risk failing to complete assignments on time but you are also at risk of stressing yourself to the point where your workload becomes overwhelming, you do not get enough rest, you get depressed and lack immunity to illness since your body is weak. You will learn soon that most assignments are not nearly as daunting as you had anticipated and by starting early and slowly completing assignments piece by piece, you will discover that a majority of school work is really quite manageable.*

*Make every second count. Evaluate yourself, your time taken to socialize and to participate in unnecessary activities and compare it to the time dedicated to your school work. When you have discovered the answer to 'what is holding you back from being productive, you will know exactly how to manage your time.*

*Following these pointers can help a great deal in the development of our future lawyers, doctors, teachers, etc. learn to prioritise, make a to-do list, stay organized, eliminate distractions. Don't procrastinate and make every second count.*