

# Activity | Final Assignment

## 1) Introduction

The final assignment is worth 40% of your final grade and is mandatory if you want to successfully complete the course.

You must complete this exercise as per the instructions below and then submit it, along with a brief report (in the 'Message Box'), to your buddy. Your buddy will receive an email notification and will be asked to review your assignment and your report and confirm that it has been completed according to the instructions.

## 2) Assignment Instructions

The ultimate goal of this final assignment is to come up with a plan to manage your time more effectively and focus on actual results – by bringing together all the concepts learned in the course.

- ▶ Please start by downloading the **Prioritised Weekly Task Planner** tool available in the resources section and fill it in per the instructions below.
- ▶ For each of the sections, map out and evaluate the tasks as they apply to you:
  - In the first column, list all the tasks that you need to complete this week.
  - In the next column, assign the task a priority level between 1 and 5 (with 5 being highest priority). The priority level should be based on how urgent the task is and how important it is in helping you to achieve your goals.
  - In the next 4 columns map out the resources you need, the timelines by which you should complete the task, the status (done, in progress, issues), who you can delegate to and any reflections on the tasks.
- ▶ Now save your filled weekly planner and upload it (this is your final assignment).

Congratulations on developing a plan that helps you be more productive – ensure you align your tasks every week to your goals in order to stay productive over time. Repeat this process every week or within a timeline that works for you and you'll find that you'll become more effective in both your personal and work life.

## 3) Assignment Report

Before you submit your assignment to your buddy for review, please take a few minutes to reflect on the process you have undergone and what you've learned throughout the activities and assignments. It's important that you share these reflections with your buddy so they can gauge your learning journey and account for your progress to date.

In the 'Report' section at the bottom of your assignment, explain to your buddy your key action points after taking this course?

Please answer the following questions:

- ▶ What are the immediate high priority tasks that need your attention?
- ▶ How will keep yourself accountable to ensure you get everything done?

Think through these questions and when you're ready, answer them as they are laid out above in a brief report/document to your buddy. You will then need to upload this along with your Weekly Planner template.

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## 4) Submission

To submit your final assignment:

- ▶ Click on the **Submit Assignment tab** and upload your assignment by clicking on the Add assignment button.
- ▶ When the documents loads, click on Upload. You should see a check mark against the status to signify that the document has been successfully added.
- ▶ In the Message Box, please write a few lines about your learning and how you will apply what you've learned to your work/business.
- ▶ When everything is ready, click on **Submit Assignment** button.
- ▶ Be sure to notify your buddy to check and review the submitted assignment in their email.

Once your buddy has reviewed and accepted your assignment, you will receive an email informing you whether you have passed or failed. If you have passed, please go back to My Courses page and download your report and certificate.

- ✳ **Once you are done with the assignment, please download it and submit it using the next tab called **Submit Assignment**. Please note that you can also record your responses as you go through the assignment and upload the audio file once done or write down your responses on a piece of paper, take a photo of it and upload it as your submission.**

## Congratulations!

Congratulations on completing the core components of the course!

This is a great milestone towards being productive and more efficient through better planning and time management.

Please make use of the tools that you have been provided in this course to plan your day-to-day activities both at work and in your personal life.

I hope to see you in our next course!

