



## JURONG WEST PRIMARY SCHOOL

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Our Ref: JWPS/2022/061

Date: 5 August 2022

Dear Parents/ Guardians,

### **Life Skills Programme- Primary 5 Getting Ready for the Big Test**

This year, the school is organising a Life Skills Programme for our Primary 5 students. The programme aims to equip our students with life skills necessary for them to develop the disposition of adaptability and lifelong learning so that they can take on challenges of the future. In this programme, students will learn how successful people plan their time using Stephen Covey's 4P matrix. They will also learn how to categorise their daily activities according to the level of importance & urgency.

At the end of the programme, we hope that our students will be able to:

- 1) Learn the importance of time management, leading to improved efficiency and productivity
- 2) Use the Urgency/ Importance Matrix to schedule priorities
- 3) Create personalised weekly planner

The programme will take place as follows:

Level	Date	Timing	Venue
P5 Enthusiasm	22 August 2022 Monday and 29 August 2022 Monday	2 p.m. to 4 p.m.	E1 to E6 Classrooms

All Primary 5 students will be involved.

We thank you in advance for your support.

Yours sincerely,

Mrs Jerica Koh and Mdm Hazilah

Life Skills Programme HODs In-charge

*This is a computer generated letter. No signature is required.*