



<b>SUBJECT AND LEVEL</b>	<b>INDUSTRY EXPOSURE III</b>		
<b>SAPSE CODE</b>	<b>60802122</b>		
<b>SUBJECT CODE</b>			
<b>DUE DATE</b>			
<b>VENUE</b>		<b>NUMBER OF PAGES (including cover page)</b>	<b>4</b>
<b>SUBMISSION</b>		<b>DURATION</b>	<b>2 hours</b>
<b>FULL MARKS</b>		<b>TOTAL MARKS</b>	

<b>EXAMINERS</b>	<b>MR MUTANGA</b>

<b>FACULTY</b>	<b>NATURAL SCIENCES</b>
<b>DEPARTMENT</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>
<b>QUALIFICATION</b>	<b>National Diploma: Information Technology</b>

Procrastination and task prioritization significantly impact individuals, particularly students, by influencing their academic performance, stress levels, and overall well-being. Procrastination, the act of delaying or postponing tasks, can lead to a cycle of stress, low self-esteem, and poor outcomes, as assignments pile up and deadlines become harder to meet. On the other hand, effective task prioritization—choosing which tasks to perform first based on urgency and importance—can significantly enhance productivity and academic success. However, without the ability to prioritize effectively, students may find themselves overwhelmed, unable to allocate their time and resources efficiently. Developing skills to overcome procrastination and master task prioritization is crucial. These skills not only improve academic performance by ensuring tasks are completed on time and goals are systematically approached, but they also reduce stress and anxiety by creating a sense of control and achievement. Furthermore, these competencies are highly transferable, benefiting personal and professional areas of life beyond the educational environment, fostering resilience, and enhancing overall life satisfaction.

### **Day 1: Introduction to the Eisenhower Matrix [Wednesday 20<sup>th</sup>]**

- **Assignment:** Research the Eisenhower Matrix and prepare a short talk on its history, how it works, and its relevance in day-to-day life. Discuss how distinguishing between urgent, important, non-urgent, and non-important tasks can aid in better time management.

**Submission link:** <https://forms.gle/4bizPV3XP8n5SZee9>

### **Day 2: Personal Reflection [Thursday , 21<sup>st</sup>]**

- **Assignment:** Reflect on your own habits of procrastination and task management. Prepare a talk discussing a recent situation where you could have applied the Eisenhower Matrix to improve your productivity. Identify which quadrant your neglected tasks fell into and why.

**Submission link:** <https://forms.gle/ZoZZCtVFU1ETp1Wy8>

### **Day 3: Planning with the Matrix [Friday 22<sup>nd</sup>]**

- **Assignment:** Plan your next day using the Eisenhower Matrix, categorizing all your tasks into the four quadrants. Give a talk on how you decided the placement of each task and share your strategy for tackling each quadrant.

**Submission link:** <https://forms.gle/oAzoAKZCZqJ94eCg7>

### **Day 4: Execution Day [Saturday 23<sup>rd</sup>]**

- **Assignment:** Execute your plan from Day 3. At the end of the day, prepare a talk discussing the outcome. Focus on whether using the Eisenhower Matrix helped you manage your time more effectively, which tasks were completed, and how you dealt with distractions.

**Submission link:** <https://forms.gle/NXQ7JMtUhv1twxH76>

### **Day 5: Adjusting Strategies [Sunday 24<sup>th</sup>]**

- **Assignment:** Based on the previous day's reflection, adjust your task prioritization strategy using the Eisenhower Matrix for the next day. Present a talk on the adjustments you made and the rationale behind these changes. Discuss any new insights gained from this exercise.

**Submission link:** <https://forms.gle/nQWQ8ct94Ugk8LpG6>

### **Day 6: Long-Term Planning [Monday 25<sup>th</sup> ]**

- **Assignment:** Extend the use of the Eisenhower Matrix to a weekly plan. Prepare a talk on how you envision this method helping you manage longer-term projects and goals. Include potential challenges you might face and how you plan to overcome them.

**Submission link:** <https://forms.gle/3SkGwoe7bPkv2Wj98>

### **Day 7: Sharing Best Practices [Tuesday 26<sup>th</sup>]**

- **Assignment:** Having used the Eisenhower Matrix for a week, share your best practices, tips, and any creative modifications you made to the system in a talk. Discuss how these strategies can be applied in various aspects of life, including academic, personal, and professional settings.

**Submission link:** <https://forms.gle/Kq8rFMiCbyWdcoud8>

Each presentation should be recorded as a 5 minute video that should be submitted before or at 8PM everyday for the next 7 days. The submission links have been given. Please upload the video to you google drive and make sharable link **MAKE SURE THAT THE VIDEO IS ACCESSIBLE TO ANYONE WITH A LINK.** TEST THIS BEFORE SUBMITTING.