MICRO TASKS

S4B

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Note to user: After familiarizing with each video pill, the user will be provided with the opportunity to perform several tasks/activities/games in order to practice and further develop the respective skill.

SKILL

ORGANIZATION/TIME MANAGEMENT

MICRO TASK NUMBER 1

01 What are the objectives of the task?

The main objectives to be achieved by the application of this task are basically 3;

Objective 1. To organise themselves effectively.

Objective 2. Manage your work and personal life.

Objective 3. Achieve higher performance, capacity and innovation.

## 02 What will teachers learn?

The more information you have in your head, the harder it is to decide what needs your attention. As a result, you spend more time thinking about your tasks than doing them. When information accumulates in your head, it leads to feelings of stress, overwhelm and uncertainty. Teachers will learn that our brains are much more efficient at processing information than at storing it. Teachers will learn how to dump all their mental clutter into an external system that they can then organize to focus on the right things at the right times.

03 Tasks and procedure

The task is made up of five simple steps to systematize the clutter in your brain and get things done

THE 5 STEPS OF THE TASK

Step 1	Step 2	Step 3	Step 4	Step 5
CAPTURE	**CLARIFY**	**ORGANIZE**	**REVIEW**	**ENGAGE**
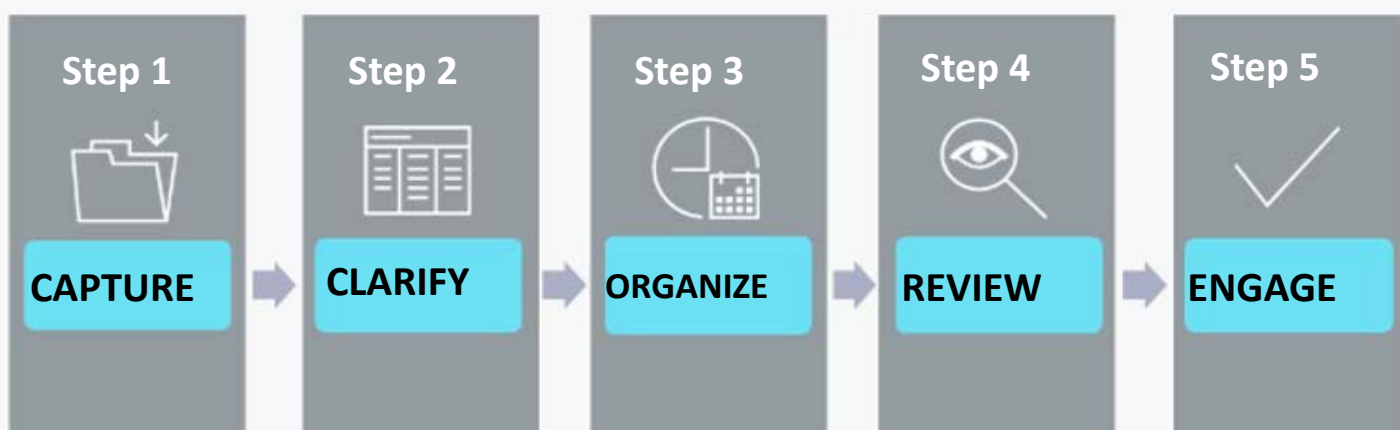
Step 1. CAPTURE.

For this task to work, you must stop storing information in your brain. The first thing we should do is to collect everything (to-dos, ideas, events, projects, recommendations, etc.) in a tool or document (which we will call inbox). That inbox can be a digital or an analogical tool.

Your inbox is only used to collect the chaos of your thoughts and get them out of your head. One of the most important things about this task is to let your mind free. Many people tend to rely on their memory to store all ideas and tasks. To comply with this activity, you have to free your brain from these tasks and write down anything that comes to mind (ideas, events, tasks, series or movies to watch, places to visit...) in the same place every time. This notebook (physical or virtual) is just a repository of all these ideas. Anything that needs action on your part in the future. It may seem that we are storing them in a chaotic way, but there will be time to sort and classify them properly. If you are going to use a digital system, the ideal is that this disaster drawer

where you are going to keep all the ideas that go through your mind is synchronised and accessible from any device you use. If it is something physical, it is recommended that you always carry it with you so that you don't forget or miss anything.

Step 2. CLARIFY

Once we have everything captured there, we need to understand what it is that we have collected, to know if it is an action we need to take, a document we need to review, something we can document....

Process what it means

Is it actionable? If so, decide the next action and project (if more than one action is required). If not, decide if it is trash, reference, or something to put on hold.

Step 3 ORGANIZE

Put it where it belongs. Park reminders of your categorized content in appropriate places. When all these notes and ideas are clear, it is time to put them all in order. We must mark them in a calendar, know if we depend on someone else to fulfil a task or mission, if it is the first step in a chain of actions to reach a goal, if it is urgent, a priority, something necessary...

Step 4. REVIEW FREQUENTLY

Update and review all pertinent system contents to regain control and focus. We should review and, if necessary, update all the tasks we have written down, both today and in previous days. Some tasks can be considered closed. Others may have lost importance because they are not in our hands to complete. Others may have become more urgent... We should review and, once again, organize all these entries.

Step 5. ENGAGE

Simply do. Having completed these points, the final one comes: committing to and doing the things we have decided are important, urgent and/or a priority.

Use your trusted system to make action decisions with confidence and clarity.