

Task: You and your partner have a vlog called *Lifestyles that inspire* in which you discuss trendy topics. For this week's episode, you've decided to post a video on how to be efficient and productive. You have to prepare the script and record it (5 minutes max). Student A tackles tips 1 to 5; student B deals with tips 6 to 10.

1. Declutter your workspace		10. Hit the pause button when low on energy
2. To-do list		9. Audit your time
3. Prioritise		8. Stay off social media
4. Achievable goals		7. Treats and rewards
5. Organisation apps		6. No multitasking

<https://www.youtube.com/watch?v=xgp6eELY1M>