

Development of Productivity Practitioners among the Youth

By Thadchaya Jaicharoen



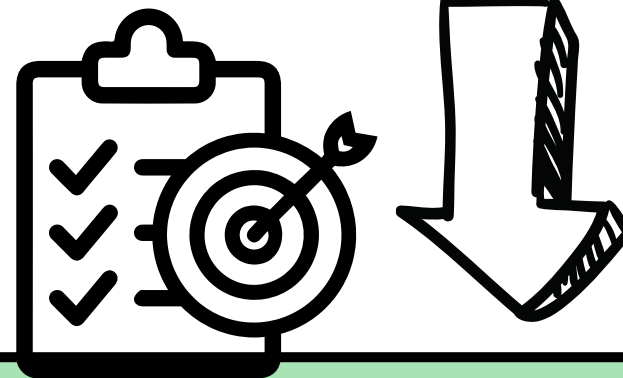
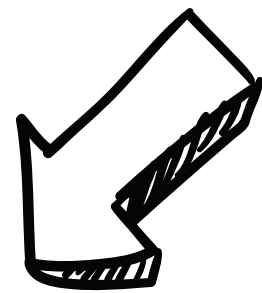


Youth ages between
15 and 24 years

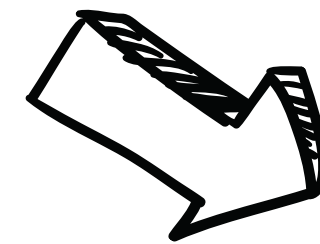
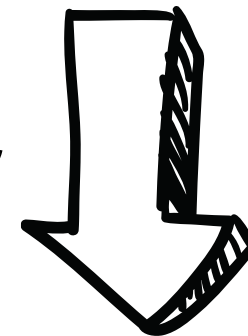
Productivity behaviors for youth



Time Management:
Efficiently allocating time
for tasks, setting
priorities, and balancing
commitments.

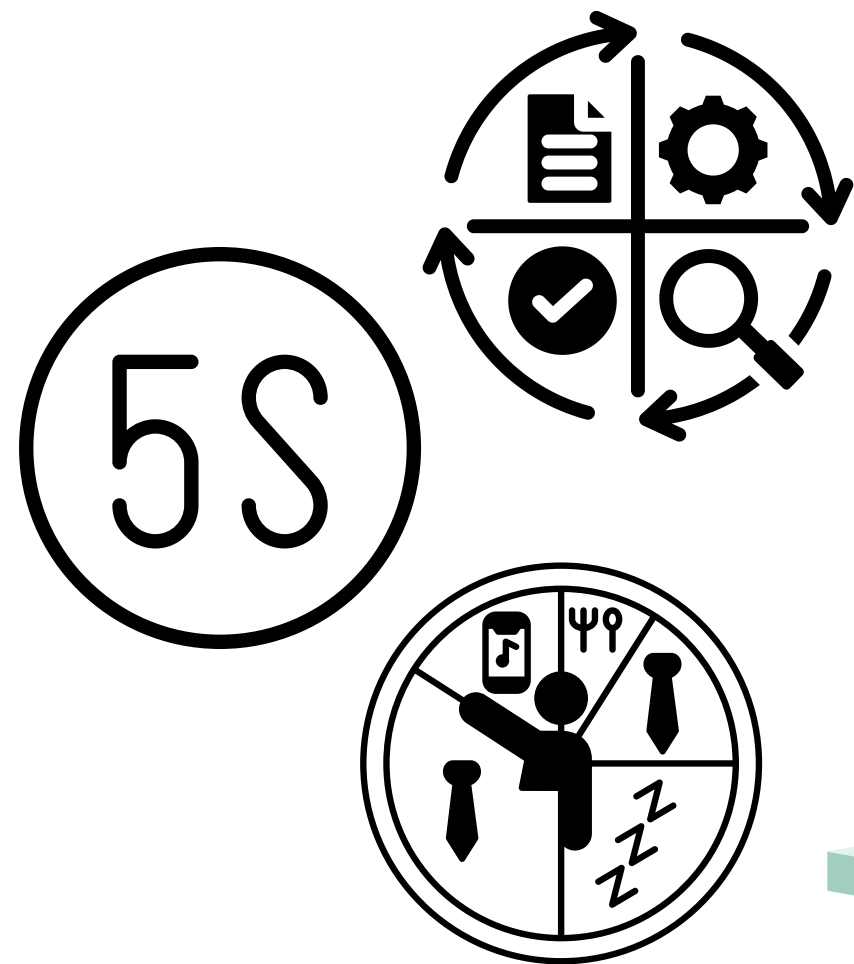


Goal Setting: Establishing
clear and achievable
objectives to stay
focused and motivated.

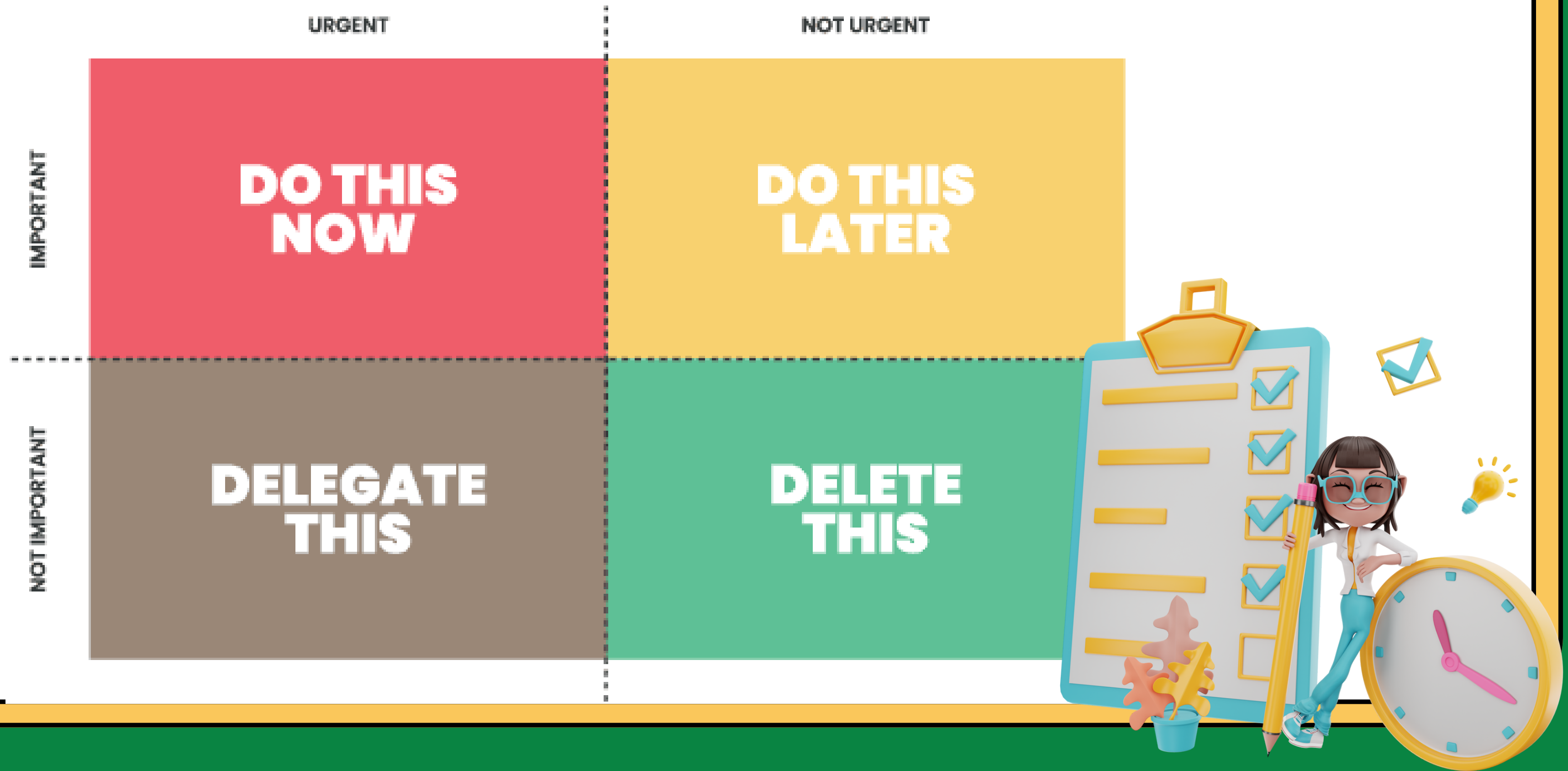


Self-Motivation: Having
intrinsic drive and
determination to
overcome challenges and
persevere.

Productivity Tools for Youth

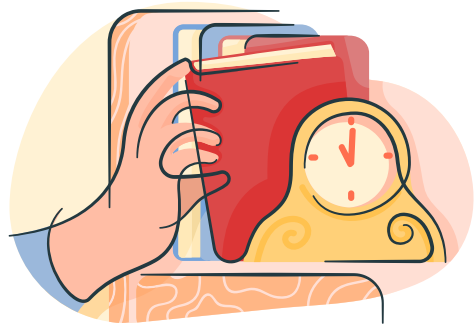


Time Management



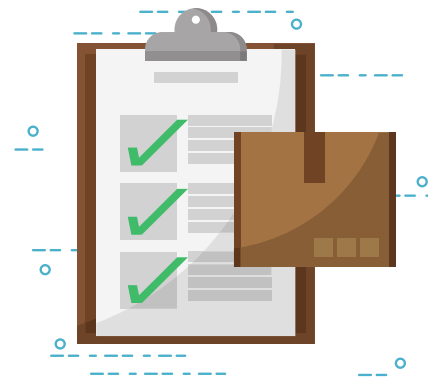
5s Tools for Youth

Sort



Declutter and
organize.

Set in Order



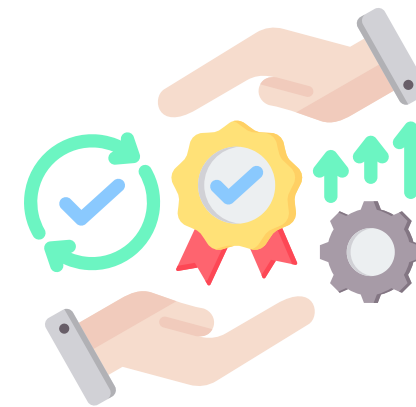
Arrange
systematically

Shine



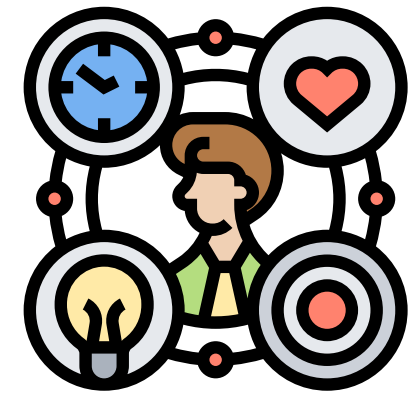
Maintain cleanliness.

Standardize



Establish consistent
procedures.

Sustain



Cultivate sustainable
habits.



Plan Identify the objective, define the problem, and develop a plan to address it. This involves setting goals, establishing strategies, and outlining the steps needed to achieve the desired outcome.

Do Implement the plan that was developed in the previous step. Carry out the actions outlined in the plan, putting it into practice to address the identified problem or improve a process.

ACT Based on the findings from the previous step, take appropriate actions. If the desired results were achieved, standardize the successful practices. If not, make adjustments and modifications to the plan and repeat the PDCA cycle to further improve the process or solve the problem.

Check Evaluate and monitor the results of the implemented plan. Compare the actual outcomes with the expected ones. This step involves collecting data, analyzing it, and assessing whether the desired improvements were achieved.



An example activity
project for youth that
incorporates the tools of
PDCA, time management,
and 5S



Project: "Optimizing Study Environment"

Objective: Improve productivity and focus during study sessions by creating an organized and efficient study environment.



Plan:

- **Identify the current study environment challenges, such as distractions, clutter, or lack of resources.**
- **Set specific goals, such as reducing distractions, organizing study materials, and creating an ergonomic workspace.**
- **Develop a plan, including strategies for implementing the 5S tools, establishing a time management system, and creating a study schedule.**

Do:

- **Sort and declutter the study area by removing unnecessary items and organizing essential study materials.**
- **Set up an ergonomic workspace with a comfortable chair, proper lighting, and adequate desk space.**
- **Implement time management techniques, such as using a planner or digital tools to schedule study sessions and allocate time for specific subjects or tasks.**



Check:

- **Evaluate the effectiveness of the changes made to the study environment and time management system.**
- **Assess if distractions have been minimized, if study materials are easily accessible, and if the study schedule is helping with productivity.**
- **Gather feedback from the youth involved in the project to understand their experience and identify any areas that still need improvement.**

Act:

- **Based on the evaluation and feedback, make necessary adjustments to the study environment, time management strategies, or 5S implementation.**
- **Standardize the successful practices by establishing guidelines for maintaining an organized study area and following the time management system.**
- **Continuously review and repeat the PDCA cycle to further refine the study environment and improve productivity.**



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Youth



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