

Productivity and Academic Performance

Follow These Directions!

1. Read all directions carefully before doing anything.
2. Put your name in the upper right-hand corner of this paper.
3. Circle the word "name" in Direction 2.
4. Draw three small circles in the lower left-hand corner of this page.
5. Put an "X" in each circle.
6. Write "yes, yes, yes" in the lower right-hand corner of this page.
7. Underline the number "2" in Direction 3.
8. Draw a rectangle around the word "three" in Direction 4.
9. If you think you have followed the directions carefully to this point, wave at the instructor.
10. In the space below, add the numbers 156 and 333.
11. Punch two small holes in the top of this paper with your pencil point.
12. Now that you have finished reading everything carefully, follow only directions 1 and 2.

Questions:

Did you complete this assignment correctly the first time? If so, great! If not, answer the following questions:

1. Why do you think you were unsuccessful? _____.
2. What will you do differently next time you receive an assignment? _____.

Source: *Work Matters, Workplace Skills—Following Directions.*

Soft Skills @ Work

