PERSONAL EFFECTIVENESS

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METACOGNITION
THINKING ABOUT ONE'S THINKING

Metacognition: how we monitor and control our own mental processes (Pintrich 1999).

Metacognition: an awareness of your thought process.

Metacognition: Knowing about knowing
Learning to learn
Higher order thinking

Reflective thinking
Big thinking
Executive thinking
Metacognition-meaning and definition

• John Flavell, psychologist of Stanford University was the first person to coin metacognition in 1979s.

• The word “Metacognition” combines the prefix “meta” (derived from Greek meaning after, behind, or beyond) with cognition which refers to the process of knowing (derived from a Latin verb meaning “to learn or to know”).

• Metacognition is described as the ability to monitor, regulate and select strategies in doing a task.
Metacognitive components

• Metacognition consists of two complementary elements such as metacognitive knowledge and metacognitive regulation (Flavell 1979).

• **Metacognitive knowledge** – awareness of one’s thinking – refers to what the learner knows and understands about the task in hand.

• **Metacognitive regulation** – the ability to manage one’s own thinking processes – refers to the strategies the learner uses to complete the task.

*Flavell (1979) describes three kinds of metacognitive knowledge.*

1. Awareness of knowledge
2. Awareness of thinking.
3. Awareness of thinking strategies.
There are three kinds of content knowledge

1. **Declarative knowledge** – knowing ‘about’ things.
2. **Procedural knowledge** – knowing ‘how’ to do things.
3. **Conditional knowledge** – knowing ‘when’ and ‘why’ to apply.

**Metacognitive regulation:** It includes three essential skills

1. Planning
2. Monitoring
3. Evaluation
Metacognitive levels of thought

1. Tacit – thinking without thinking about it;
2. Aware – thinking and being aware that you are thinking.
3. Strategic – organizing our thinking.
4. Reflective – reflecting on our thinking.

COGNITION:
What people know and think.

METACOGNITION:
How people think about their own thinking.
Fig: Flavell’s model of metacognition
THE CONCEPT OF EFFICIENCY & EFFECTIVENESS

Efficiency: Is doing things right

Effectiveness: Is doing the right things

Efficiency is doing things right; effectiveness is doing the right things

--Peter F. Drucker
Self-reflection

Self-judgment
- Process in which the students assess their work
  - Self-evaluation: Students' assessment of their performance based on their assessment criteria and modulated by their performance level goal
  - Causal attribution: Self-explanations about the reasons for success or failure

Self-reaction
- Reactions to self-judgments
  - Self-satisfaction/affect: Affective and cognitive reactions produced by the self-judgments
    - Will to perform the task in the future and to activate learning strategies

Mutual influence
An Effective Guide
To improve your Professional and Personal Potential.
Agenda

- What is Personal Effectiveness
- How habits are formed
- Paradigms and Perceptions
- Positive thinking
- 7 habits of highly effective people
- Filling your Personal Action Plan
- Conclusion
What is Personal Effectiveness?

Personal Effectiveness means making the most of all your personal resources at our disposal – our personal talents, energy & time related to what is important to us.
What is a Habit?

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

--Aristotle

![Habit Diagram]

- **Knowledge**: (what to, why to)
- **Skills**: (how to)
- **Desire**: (want to)

**Habits**
<table>
<thead>
<tr>
<th>How are Habits Formed</th>
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<tr>
<td>Formed over time, without our conscious intent</td>
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<tr>
<td>Ultimately they become ingrained</td>
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<tr>
<td>Brain links specific behaviors with rewards</td>
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<td>More immediate the rewards, the stronger the link</td>
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<td>Repeating the reward will reinforce the habit</td>
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Character & Personality

Personality

Character
Paradigm Shift & Mind Maps

What is the need for this?
What is a Paradigm?

- It is frame of reference
- A perception assumption
- A mental map
- Judging & interpreting things
What do we See?

Which is the truth?
The 7 Habits

- Habit 1 – Be Proactive
- Habit 2 – Begin with the end in mind
- Habit 3 – Put first things first
- Habit 4 – Think Win-Win
- Habit 5 – Seek first to understand and then be understood
- Habit 6 – Synergize
- Habit 7 – Sharpen the saw
Benefits of Using the 7 Habits

- Get control of your life
- Improve relationships
- Make smarter decisions
- Defining your values & priorities
- Listening to people sincerely
- Get more done in less time
- Increase your self confidence
- Be happy
- Work/life balance
- New way of thinking
7 Habits Moves us Through These Different Stages:

- Interdependence
- Independence
- Dependence

Diagram:

- Interdependence:
  - Seek First to Understand, Then to be Understood
  - Synergize
  - Public Victory

- Independence:
  - Put First Things First
  - Think Win-Win
  - Private Victory

- Dependence:
  - Be Proactive
  - Begin with the End in Mind
  - 7 Sharpen the Saw
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<tr>
<td></td>
<td>Being responsible for your life choices</td>
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<tr>
<td></td>
<td>Not blaming external situations, genetics, conditionings etc.</td>
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<td></td>
<td>Reactive people affected by their physical environment</td>
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<td></td>
<td>Proactive people – Language used – “I can, I will, I prefer”</td>
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<tr>
<td></td>
<td>Reactive people – Language used – “I can’t, I have to”</td>
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<td>Be more Appreciative rather than Critical</td>
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Be Proactive

Circle of concern
Circle of influence

Proactive Focus
Positive Energy enlarges the Circle of Influence

Reactive Focus
Negative Energy reduces the Circle of Influence

Focus on things that you can change or influence
HABIT 2 – Begin with the End in Mind

- Based on principle that all things are created twice
- There is a mental creation (first) & then a physical creation (second)
- Need to decide the direction of your life
- If you don’t know where you are going then how will you know when you get there
- Having a Vision & a Mission is important. Draft yours today
- If you don’t know where you are going then how will you know when you get there
HABIT 3 – Put First Things First

This habit is when habit 1 & 2 come together

Habit 3 is the second creation, the physical creation

Discipline & Management of your life as per the chosen direction

This habit differentiates between Urgent & Important

It helps to avoid panic situations

Guarantees better control over life & work/life balance

Living an effective life in Quadrant 2

The key is not to Prioritize your schedule but to schedule your Priorities
Six Steps to Put First Things First

1. Connect to a Mission
2. Review Roles
3. Identify Goals
4. Organize weekly
5. Exercise integrity
6. Evaluate
HABIT 4 – Think WIN-WIN

- Win Win is a commitment that allows everyone to win
- I loose – You Win, I win – you Loose, I loose – You Loose
- People with this attitude possess integrity, maturity & Abundance mentality
- Seeking mutual benefit in all human interactions

ENJOY LIFE...
<table>
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<tr>
<th>Point</th>
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<tr>
<td>Communication is the most important skill in life</td>
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<tr>
<td>Empathetic Listening is the crux of any conversation</td>
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<tr>
<td>Difference between Hearing &amp; Listening</td>
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<td>If you listen first to understand then you will be better understood</td>
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<tr>
<td>Challenges of communication</td>
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HABIT 6 – Synergize

- Synergize means two heads are better than one.
- It is teamwork, open-mindedness, accepting differences.
- Working together cooperatively takes time but produces long-term results.
- People bring all their personal experiences & expertise to the table.
- Differences should be seen as strengths, not weaknesses.

SYNERGY
HABIT 7 – Sharpen the Saw

- Means to preserve & enhance your greatest assets
- Having a balanced programme for self renewal in 4 dimensions of life
- This habit keeps you fresh so as to keep practicing the other habits
- Need to renew otherwise body becomes week, mind mechanical, spirit insensitive
4 Dimensions for Self Renewal

- Physical
  - Exercise, Nutrition
  - Stress Management

- Mental
  - Reading, Visualizing
  - Planning, Writing

- Social/Emotional
  - Service, Empathy
  - Synergy, Intrinsic Security

- Spiritual
  - Value Clarification
  - & Commitment, Study
  - & Meditation
Successful Habits

- Motivation works
- Set achievable goals
- Remove negative thoughts
- Pave way for success

Benefits
<table>
<thead>
<tr>
<th>My developmental objectives</th>
<th>Priorities</th>
<th>Activities to be undertaken</th>
<th>Target date for achieving objectives</th>
<th>Actual date of achievement</th>
<th>Review date</th>
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Triangle of Success

- Skills
  - Goal Setting
  - Time Management
  - Reasoning
  - Communication
  - Inter-personal Skills

- Attitudes
  - Self-Motivation
  - Self-Confidence
  - Integrity
  - Honesty
  - Optimism
  - Enthusiasm
  - Co-Operative
  - Commitment

- Knowledge

- Basics, Theories, Information, Facts, Figures, Descriptions, Learning, Science etc.
<table>
<thead>
<tr>
<th>Skills</th>
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<tbody>
<tr>
<td>• KNOW HOW</td>
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<tr>
<td>• Ability to perform a task</td>
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<tr>
<td>• Ability to apply knowledge and use know-how to complete tasks and solve problems</td>
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<tr>
<td>• Cognitive and practical and involve use of methods, materials tools and instruments</td>
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<tr>
<td>• Skills help apply knowledge in a practical situation</td>
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<table>
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<tr>
<th>Knowledge</th>
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<tr>
<td>• KNOW WHAT</td>
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<tr>
<td>• Knowledge represents the core curriculum</td>
</tr>
<tr>
<td>• Understanding of Information • Outcome of collection and assimilation of information through learning</td>
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<tr>
<td>• Is theoretical and or factual</td>
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<tr>
<td>• Is the foundation for success</td>
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Attitude

• KNOW WHY

• Demonstrable behavior

• Ability to apply knowledge and skills and other abilities to perform with a standard and positivity
Number Alphabets
Hard Work

98%

H+A+R+D+W+O+R+K
8+1+18+4+23+15+18+11
Knowledge

96 %

KNOWLEDGE

11 + 14 + 15 + 23 + 12 + 5 + 4 + 7 + 5
Skills

82% 

SKILLS
19+11+9+12+12+19
Passion

93%

PASSION
16+1+19+19+9+15+14

Money

72%

MONEY
13+15+14+5+25
Luck

47%

LUCK
12+21+3+11

Leadership

97%

LEADERSHIP
12+5+1+4+5+18+19+8+9+16