



Personal Effectiveness

AGENDA

What is Personal Effectiveness

How habits are formed

Paradigms and Perceptions

Enhancing Personal Effectiveness

What is Personal Effectiveness

Personal effectiveness means making use of all the resources (both **personal** and **professional**) you have at your disposal i.e. your talents, strengths, skills, energy and time) to enable you to master your life and achieve both work and life goals.



What is a Habit ?

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



How are habits are formed

- Formed over time, without our conscious intent
- Ultimately they get become ingrained
- Brain links several behaviours with rewards
- Repeating the reward will reinforce the habit

Character & Personality



Personality



Character



What is Paradigm



- A paradigm is a standard, perspective, or set of ideas. A *paradigm* is a way of looking at something.

Why do we need it?



Your Paradigms?



- ➡ Do you focus on 'efficiency' before 'effectiveness'?
- ➡ Are you driven by the clock or compass?
- ➡ Do you have a good balance between busy & taking care of the assets important to you?

Activity



Efficient & Effective Differences

Efficient

- ◆ 'Doing **things right**'
- ◆ **Time** driven
- ◆ **Resource** focused
- ◆ **Activity** based

Effective

- ◆ 'Doing the **right things**'
- ◆ **Compass** driven
- ◆ **Goal** focused
- ◆ **People & activity** based

Essentials for Personal Effectiveness



◆ **Direction**

◆ **Values / Life Roles / Personal Mission / Goals / Work Accountabilities for Work**

◆ **Map**

◆ **What is the Plan or Action Steps needed / Priority Activities**

◆ **Execution**

◆ **Personal Organization + Action + Keeping on Course**

5 Things For Effectiveness



- Effective executives know where their time goes
- They focus on contribution towards
 - His main work (content, standards, level and impacts)
 - His relation with supervisors associates & subordinates.
 - His tools such as meetings & reports
- Effective executive build on strengths
- Management their time.
- Effective decision is always a judgment, based on ‘dissenting opinions’ rather than on ‘consensus on the facts’

Seven Habits of Highly Effective People

- Be **proactive**
- Begin with the **end in mind**
- Put **first things first**
- Think **Win-Win**
- Seek first to **understand**, then to be **understood**
- **Synergize**
- Sharpen the **Saw**

Habit # 1

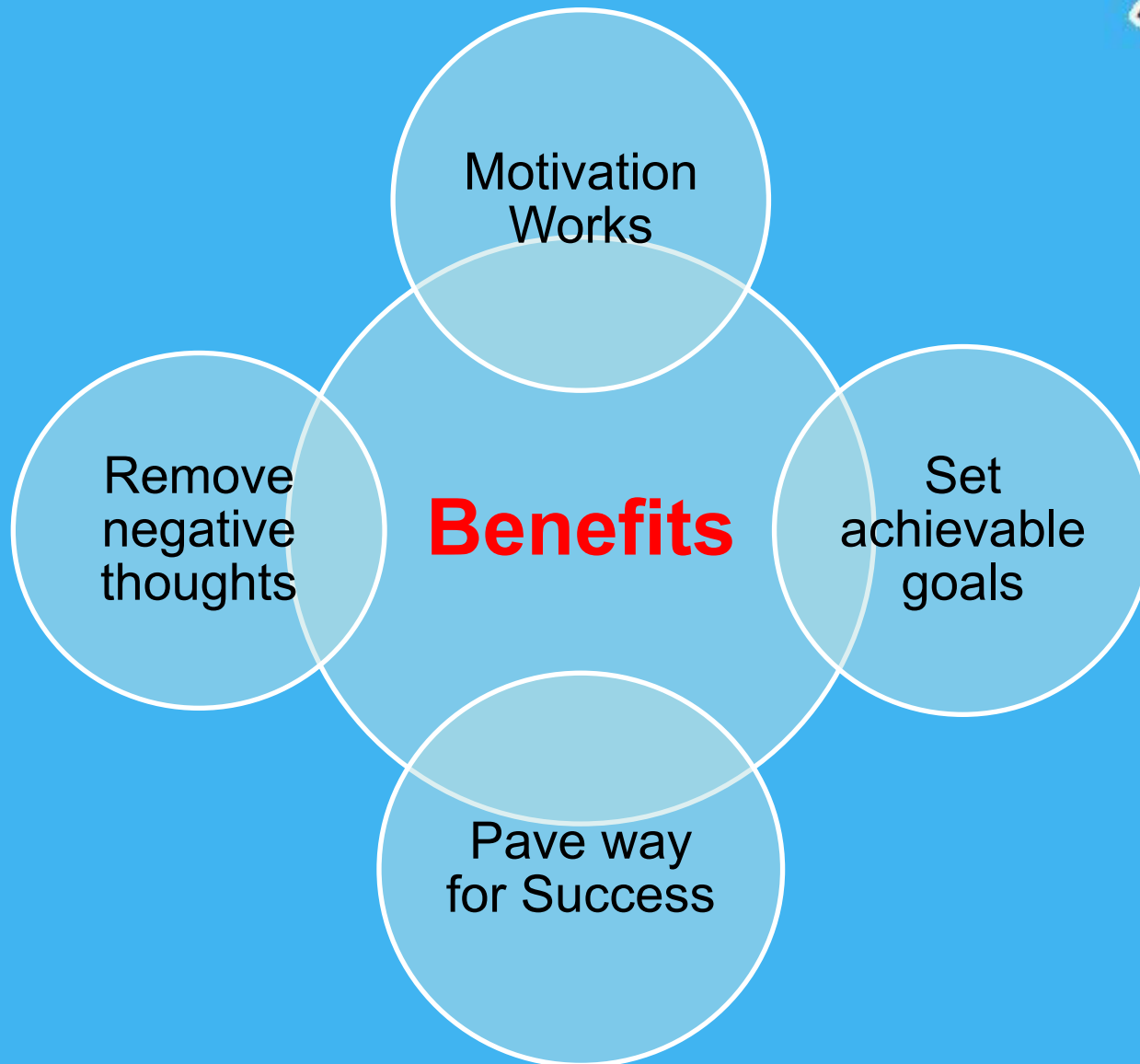
Take 20 minutes at the start of the week to take and complete the following 4 steps :



Habit # 2

Schedule and make adjustments where required to complete your weekly goals.

Benefits of Successful Habits



Thank YOU!!!!

