

4 Ways To Improve Personal Effectiveness

What is Personal Effectiveness?

Personal effectiveness means making the most of talents and resources in all of one's endeavours. At the organisational level, it manifests itself in the form of interpersonal effectiveness and group effectiveness. At the individual level, it promotes happiness and well being. It can be derived through one's work, family or any other means. It is considered to be the combination of many factors that are attributed to personal qualities and external influencing factors that work together in harmony.

Advantage of enhanced personal effectiveness

The greatest advantage in enhancing personal effectiveness is the revival of self-confidence. It goes a step above efficiency. This article projects four distinct points that can be easily remembered for enhancing personal effectiveness.



4 ways to improve personal effectiveness

❖ Understand what motivates and inspires you

Have a deep understanding of the various positive factors that drive you to succeed. Let it be your driving force on all days. Even on days that you feel ineffectual, let your driving force or motivating factor propel you forward to your goal. On days when things go by well at the workplace, harness upon the positivity to carry yourself forward to the next day.

❖ Keep learning and improving yourself

The philosophical concept of the Golden Mean explains the desirable middle between two extremes - one of extremes and the other of deficiency. This implies that it is always better to maintain a sense of balance in every area of life. For example, career achievements must not be at the cost of one's health or family life. Similarly leisure and entertainment must not be at the cost of hard work and achievement of objectives.

❖ Get organized

Don't let procrastination slow down the rate of your success. Clear up the unnecessary clutter - physical objects and emotional baggage - that are time wasters and a source of stress. Getting organised and changing your attitude towards circumstances will lead to positive changes in the workplace as well as in your personal life. Prioritize your work by using the 80% - 20% rule. Delegate when and where necessary.

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❖ Improve your health

In today's techno-commercial setup, individual health is put under a lot of strain. As much as we would like to ignore the common symptoms of a sedentary work life, ignoring it for long would result in long term damage to the body. A sound mind and body is required to work effectively and consistently produce good results. Sleep atleast 6-8 hours everyday to re-energize and re-vitalize your body. Consuming healthy food that includes lentils, fruit and vegetables is required to provide adequate nutrition required to get you through the day. It is important to drink about 1.5 litres of water everyday. (Consult your physician before undertaking drastic changes in diet)



Personal effectiveness is one of the first comprehensive steps toward achieving success. **MMM Training Solutions** firmly believes that **Personal Effectiveness Training** helps individuals, and hence organizations, to achieve their maximum potential. It has a three pronged focus - Time, Stress and Self.

In the **MMM Training Solutions Personal Effectiveness Training Material**, **trainers** are empowered with powerful insights through which participants are encouraged to develop an action plan for change. This is based on the effective use of time management and stress management - of which is congruent with their unique behavioural style.

Author Bio:

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