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Personal Effectiveness: Skills and it's Importance

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What is Personal Effectiveness?

Personal effectiveness is a goal-centred way of thinking where an individual tries to reach their full potential. Individuals take part in many healthy behaviours to do so by enhancing their management skills and their personal qualities to strengthen their professional and personal development.

Source: Toolshero

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Personal Effectiveness: Skills

01

Time management

- Use your time wisely
 - You don't want to be overwhelmed with copious amounts of work
- Improve organisational skills
- Prioritise tasks
 - Allot extra time to tasks that are more important
 - Ranking tasks in last based on importance

Source: Dickinson College,
University of Alberta

Personal Effectiveness: Skills

02

Personal Traits

- Voice your opinions and be confident when you do so
- Stand up for yourself and be assertive
- Have self-confidence
- Be able to cope with change

03

Social Factors

- Listen to others' ideas- it may benefit you
- Be patient when listening to others -especially if they have opposing opinions
- Strengthen your communication skills

Source: Dickinson College,
University of Alberta

Importance of Personal Effectiveness?

It is essential to have these skills to have the smoothest professional career. Acquiring these skills will help you come up with solutions faster and without a second thought when you are faced with a challenge. In addition to this, you will be able to work more efficiently and productively.

Sources

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What does personal
effectiveness mean to you?

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How would you define
personal effectiveness?
comment below