
FRONT COVER:

Terms and Conditions

LEGAL NOTICE

The Publisher has strived to be as accurate and complete as possible in the creation of this report, notwithstanding the fact that he does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

While all attempts have been made to verify information provided in this publication, the Publisher assumes no responsibility for errors, omissions, or contrary interpretation of the subject matter herein. Any perceived slights of specific persons, peoples, or organizations are unintentional.

In practical advice books, like anything else in life, there are no guarantees of income made. Readers are cautioned to rely on their own judgment about their individual circumstances to act accordingly.

This book is not intended for use as a source of legal, business, accounting or financial advice. All readers are advised to seek services of competent professionals in legal, business, accounting and finance fields.

You are encouraged to print this book for easy reading.

Table of Contents

Chapter 1:

The Basics On Effectiveness

Chapter 2:

Be Proactive

Chapter 3:

Clarify Your Goals

Chapter 4:

Learn To Put First Things First

Chapter 5:

Understand The Win Win Mentality

Chapter 6:

Learn Empathy

Chapter 7:

The Benefits Of Being A More Effective Person

Chapter 8:

Staying Motivated To be More Effective

Chapter 9:

Staying On Track

Chapter 10:

Making Resolutions For Being An Effective Person

Chapter 1:

The Basics of Effectiveness

Synopsis

People are facing different challenges in their daily lives. They need to come up with good results to prove themselves or somebody else that they are worthy of doing so. Basically, these tasks are evaluated according to their degree of effectiveness and efficiency. Whether you are in a business owner, an employee, or an ordinary person at home, it is highly essential to management effectiveness well.

The overall success of what you are currently doing depends how you will get things done right. For this reason, you need to learn what it is all about and how it can totally affect your personality and the things around you. Bear in mind that the final outcome of what you had done will reflect to you as a person. Thus, you must think and follow what is right naturally. If you want to improve your perception about effectiveness, continue reading and put into your mind and heart all the information you are going to learn.

What is Effectiveness?

Effectiveness refers to the degree in which objectives have been obtained and the extent which target problems have been resolved. It is distinguished with no reference to cost. Effectiveness also means “doing the right thing while efficiency is about “doing such thing right”. Another definition that may be incorporated with this word is the ability of intervention to perform more good things than harm for target population in the real world situation.

Personal effectiveness is not all about reaching your goals for you can do it in a time consuming, sloppy, or wasteful way. It implies that you have to start making use of time practically as well as the rest of personal resources. This is how you achieve goals efficiently, such as investment, and get the best return.

Effective individuals are more than those persons who obtain what they exactly want. These people have 2 qualities: They are making the best use of resources and they have been skilled at reaching their goals. Regardless of your main purpose in life, being effective indicates a good combination of skilled execution and efficiency.

People have been personally effective in distinct ways. This is due to the fact that everybody has various values, priorities, and goals in life. For instance, skilled communicators are effective in various ways according to what they wish to achieve. Some individuals who wish to entertain others should have an exceptional sense of humor. Once they impressed a broad audience, then they possess incredible presentation skills. On the other

hand, the coach has to become a good listener and communicate sensitively.

Key Themes of Effectiveness

- Reliable – consistent, predictable, supports “single truth source”, self-correcting
- Appropriate – optimizes support and supports for business purposes
- Elegant – simplicity, self adapting, clarity, consistency for various human factors
- Integrated – supports, creates, and optimizes synergy in the entire systems
- Efficient – minimizes resource wastage and optimizes resource use

Effectiveness takes place when all things support everything else. When talking about business, many organizations are focused on giving exerting more efforts for efficiency. Efficiency is just a dimension of the entire effectiveness. To achieve exceptional results, all elements should be managed properly, fairly and consistently.

Chapter 2:

Be Proactive

Synopsis

As part of obtaining effectiveness as a person, you have to understand how to be proactive. Being proactive is about taking responsibility when it comes to your actions and life than simply watching how such things happen and pass by. It actually takes time because you need to consider the available options. You need to learn to weigh alternatives wisely and make an informed decision to reach your goals in life. The “reactive” behavior has been influenced by outside forces and environmental factors.

An individual’s proactive behavior or proactivity refers to change-oriented, self-initiated and anticipatory behavior in a particular situation, such as in a workplace. Proactive behavior includes acting on a future situation in advance than simply reacting. This means taking control of things and making them happen than waiting for things to happen or adjusting to such situation.

Proactive behavior has been contrasted with some work-related behaviors, like proficiency or adaptivity. Adaptivity refers to change response, while proactivity refers to change initiation. Proactivity has not been restricted to additional role performance behavior.

How to be Proactive?

As you face your daily chances, there have been 2 key approaches to take the necessary action. The first one is the reactive approach, and the other one is the proactive approach.

Proactive approach has been an alternative to reactive action-taking. In this approach, you have to determine the tasks (actions) in advanced. These are the tasks you will take in the entire day. However, at times, you need to stay flexible for some unexpected occurrences. Proactive action-taking has been characterized by providing a possible action thought while making decisions consciously.

The truth is that there are more people who use the reactive action-taking approach than a proactive one. Still, it is possible and straightforward to change an approach. This is how to do it:

- Faith in Proactive behavior – the first step is having a mental transformation of what you have believed. To be a proactive action-taker, believe that it will work.
- Personal Action Plan – PAP has three initial sections which are comprised of ghost actions, minor actions, and major actions. In order to make it simpler, determine 3 main actions you wanted to do within a day. In the mean time, forget about other ghost or minor actions. Take them on the next part of the process.
- Focus on Your Action – After identifying the big actions, start by accomplishing one at a time. Stay for a while and take a break for

refreshment. Come back and do the next task. Take these steps until you accomplish the other items on the list.

- Avoid reactive triggers – it can be difficult not to fall back to your previous behaviors. Give your best to get rid of reactive action taking through avoiding some common factors around you or the previous things you used to do. Focus on the 3 things you have identified. Do not allow anybody else to ruin your day and your mindset.
- Be firm – If you were not used to do so, the proactive approach might be quite odd for you, especially when you were previously a reactive action-taker. Have some time in changing your approach. Never fight against yourself and go back to the old ways. The best thing to do is to go back to being proactive and do better continuously.

To be proactive also indicates anticipating problems, giving your best and finding new solutions. On the contrary, being reactive means resolving problems when turned up, performing minimum effort, and disliking changes. Being proactive is having clear thoughts about personal goals and carrying out right actions to make these goals achievable.

Chapter 3:

Clarify Your Goals

Synopsis

Goals provide the direction while it helps a person spend his time constructively. Adjust and change your goals regularly. Goals and priorities do change as time passes by.

Thus, it is highly essential to have a keen review of them every monthly. This way, you can assess where you are going and where you've been at this moment.

Actually, there are techniques to use when you want to clarify your present goals. You do not have to prepare many things just to do so. One way is by writing each of your goals down on a sheet of paper.

Separate them into business and personal categories. Ask yourself if each of them is important to you. If one of them is not, remove that sheet of paper and throw it into the trash can. If yes, keep it there.

Techniques

The next thing to do is to ask yourself whether you are willing to do repeated actions to achieve that goal. If no, remove that sheet of paper and discard it. If yes, keep it. Finally, evaluate what you really wish to achieve. Determine how you are going to measure success against that goal and how you can tell if you were able to achieve it. The most critical question is when you want to achieve this goal.

This is a simple activity is also fun and easy to do. It will definitely help you clarify goals not only by being more specific. Do not hesitate to try this action and see how far you can go. After discovering your potential to clarify your goals in life, you can encourage other people to do the same thing.

After mastering the process of setting your goals and overcome all the obstacles in your efforts, then you can handle various goals. Make sure that your goals are achievable. These goals should be challenging and measurable. See to it that you can immediately tell if you observe progress or not.

Aside from that, you need to have general time allotment while achieving the goal. Remember that it may not always be possible to have good control of event timings. You must be able to identify the general time length in which you will achieve your goal. It is always essential to make clarifications on the things you wish to get.

However, do not forget that it is also crucial to have good understanding of the reasons of the need to attain them. There are 5 main questions you need to answer during the process of learning how to clarify goals in life.

- What is my goal?
- Why is it crucial for me to achieve it?
- How can obtaining this goal affect my life?
- What benefits will I experience when I achieved this goal?
- What do I risk losing if I did not obtain my goal?

There have been more available ways to achieve the most effective and best goal setting in life. All you have to do is to make a good choice and informed decisions in all things you do.

This preview copy ends here and to get the full product, please go to (the website URL).