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Personal effectiveness - the ability of a person to perform certain tasks as quickly and efficiently as possible. Based on this definition, it is already possible to give out the main problems that a person faces when performing certain everyday tasks: 1) switching an attention; 2) not fully operational. We can say that personal effectiveness implies a clear concentration on the fulfillment of a specific task at the maximum level. Today, psychologists are increasingly giving priority to issues of personal effectiveness. In a world full of information, not drowning in such a stream, filtering out the right one is quite difficult.

In my opinion, the effectiveness of one particular person can affect not only the performance of one specific task at work or school, but also in general the desire for specific human goals. By personal effectiveness, we can judge not only how quickly you complete the task assigned by the employer, but also how fast you can climb the career ladder, receive and use new information, and achieve your goals. Personal effectiveness is responsible for an important parameter - performance. A person with little efficiency will endlessly trail behind, while more successful ones will use their potential to carry out their tasks. Personal effectiveness is an analogue of labor with the use of one's talent. That is, you use your resources in order to achieve your goal as quickly as possible, while applying the minimum possible amount of effort. This does not mean that the task will be of poor quality, on the contrary, the more efficient the person, the more efficiently he will perform the work in a short time.

In the conclusion i want to say that being efficient is good when you work on something. Personal effectiveness is the basis of success in life, without which the average person will never be able to climb the social ladder.