DR. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI
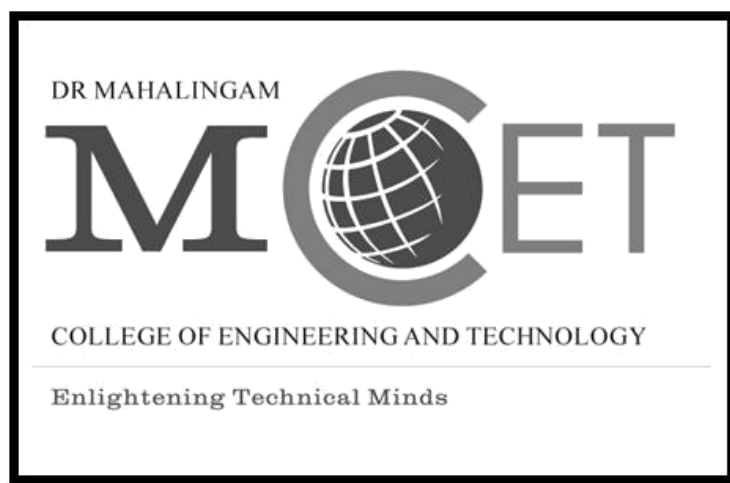
Personal Effectiveness

Professional Skills Course

Student Workbook & Reading Materials
[Version 2.0, August 2019]

Dr.Mahalingam College of Engineering and Technology, Pollachi

Personal Effectiveness
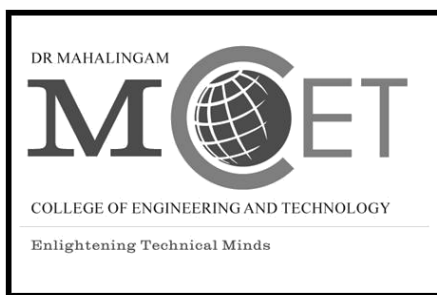### Student Workbook & Reading Materials

Name   : -------------------------------------

Roll No. : -------------------------------------

Year/Semester: ----------------------------

Dept.   : -------------------------------------

Section : ---------- Batch: ------------------

Compiled in August 2019, Version 2.0

Dr. Mahalingam College of Engineering and Technology,

Pollachi -642 003.

PERSONAL EFFECTIVENESS

Workbook Record

NAME   :_____

ROLL NO.   :_____

CLASS   :_____

Certified that this is bonafide record of work done by the above student of the

_____ during the year _____

_____   _____

Head of the Department   **Staff-in-Charge**

Submitted for the Autonomous End Semester Examination held on _____

_____   _____

Examiner 1   **Examiner 2**

COURSE OUTCOMES:

1. IDENTIFY THE STRENGTHS, WEAKNESSES AND OPPORTUNITIES

2. SET WELL-ARTICULATED GOALS FOR ACADEMICS, CAREER, AND PERSONAL ASPIRATIONS

3. ESTABLISH THE ROAD MAP TO REALIZE THE GOALS

4. APPLY TIME MANAGEMENT TECHNIQUES TO COMPLETE PLANNED TASKS ON TIME

5. CREATE TIME AND PURSUE ACTIVITIES OF SELF-INTEREST THAT ADD VALUE

PRE-WORKSHOP ASSIGNMENT:

Answer the following questions.

Would you call yourself as a goal oriented person? Why or Why not?

What is important to you in life?

What do you consider as your THREE SIGNIFICANT achievements so far in life?

What are you currently doing to manage your time?

If you were to learn just one very important thing in this workshop, what would that be?

Share what you have written with your team members

Make a note of the achievements of your team members

What are the expectations of your team from this workshop? Write all that your team wants to learn.

1.

2.

3.

4.

5.

6.

7.

Value auction

Use the given 1000 rupees to buy the following; (all rupees to one or some rupees to some or some rupees to all)

S. No	Value on auction	Your money allotment to buy in Rs.
1	Live a long and healthy life	
2	Buy an expensive car for self	
3	Maintain a big bank balance	
4	Winning medals for the country as a successful sports person	
5	Be the proud owner of a grand house	
6	Become CEO of a company	
7	Establish and run own business	
8	Build a comfortable house for my parents	
9	Run an organization for social up-liftment	
10	Plant a million trees	
11	Fight against corruption	
12	Donate all savings of life to charity	
13	Invent new machinery for improving agriculture	
14	Represent the country as an artist	
15	Work towards providing clean air and water to the world	

	Any other values which are specific to you… Briefly mention and allot money to that also	
16		
17		
18		
	Total	**Rs. 1000**

Write here briefly:

1. Why you bought particular items?

2. How will you progress towards the achievement of particular item in your life?

3. Classify selected items as materialistic / non materialistic

Materialistic (tangible values)	Non materialistic (Non tangible values)

Write any five aspirations (strong desire) you have in life.

```
```

Check if your aspirations are in line with your values.

S. No.	My Aspiration	My value (Materialistic)	My value (Non materialistic)
1			
2			
3			
4			
5			

What are the differences between Aspirations and Goals? Write your understanding here.

```
```

Notes:

Aspirations	Goals

SMART Goals: *Fill in for*   *S   M   A   R   T:*

S	------------	• What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints?	
M	------------	• How will I measure my progress? • How will I know when the goal is accomplished?	
A	------------	• How can the goal be accomplished? • Is this a worthwhile goal?	
R	------------	• Is this the right time? • Do I have the necessary resources to accomplish this goal? • Is this goal in line with my long term objectives?	
T	------------	• How long will it take to accomplish this goal? • When is the completion of this goal due?	

Examples of SMART Goals:

I will complete within April 2020 my C Programming basic course through NPTEL online portal with a percentage of 70% or more by devoting one hour learning time (8 pm to 9 pm) every day evening.

Specific	??
Measurable	??
Achievable	??
Realistic	??
Time bound	??

Examples of non-SMART Goals:

I want to be an expert in English

Why this is not a goal statement?

Read the statements and fill in if they are SMART or not SMART with your reasons.

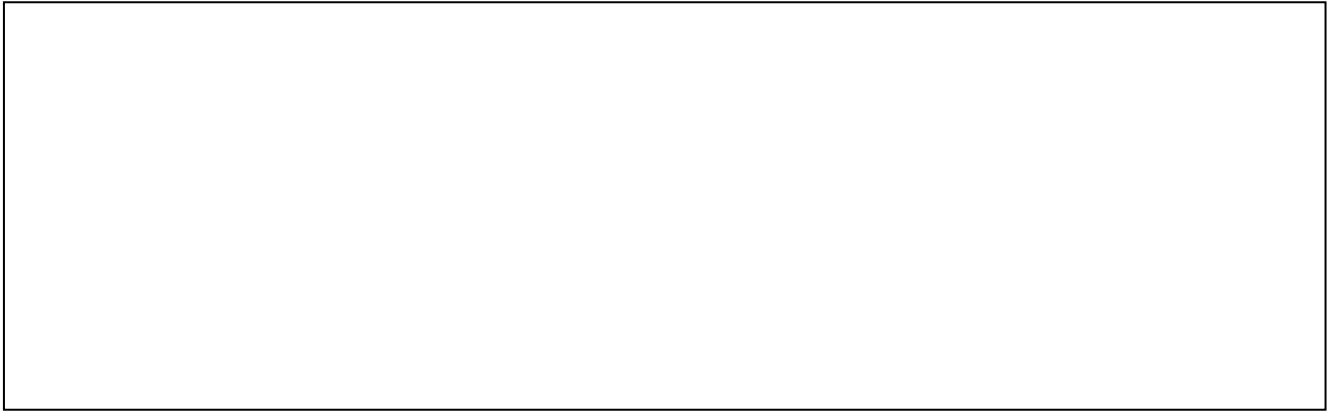| S. No.	Statement	SMART or not SMART?	Why?
1	I will reduce my weight by 3 kg within month end of April 2019 by practicing appropriate exercises in the gym available in the company sports campus.	This is a SMART goal? / This is not a SMART Goal?	
2	I will own a bike by 2020.	This is a SMART goal? / This is not a SMART Goal?	
3	I will save Rs 1000 from every month salary to buy a calculator and a smart phone for my younger sister in 2 years time.	This is a SMART goal? / This is not a SMART Goal?	
4	I will read a new book and write a review in six months.	This is a SMART goal? / This is not a SMART Goal?	
5	I will contribute something to poor people by using my engineering knowledge.	This is a SMART goal? / This is not a SMART Goal?	

Goals are classified as:
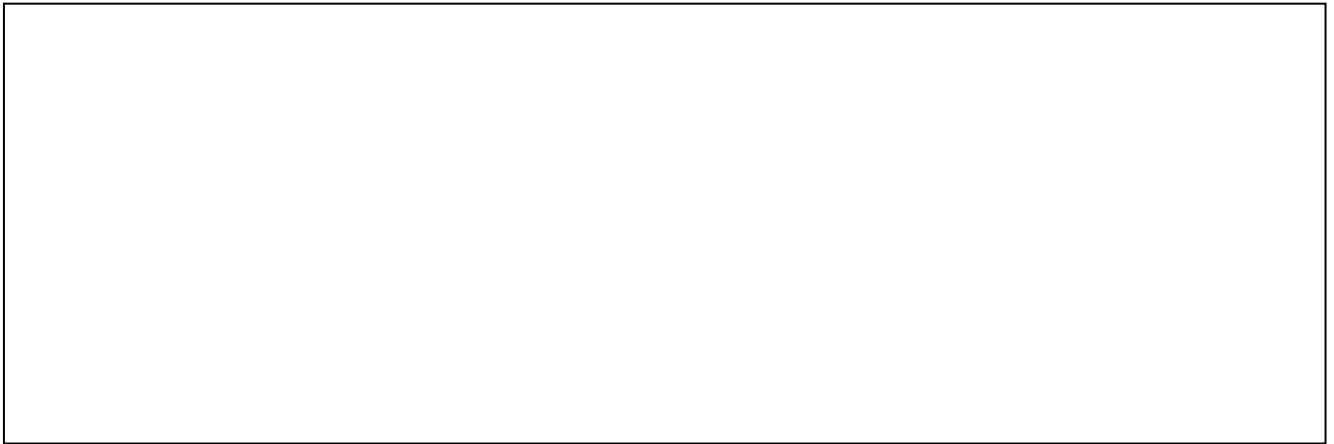
Importance of goal setting and time management.

Do you think goal setting is important? What are the possible benefits?	What could be possible drawbacks / difficulties in setting your personal goals?
Do you think time management is important? What are the possible benefits?	What could be possible drawbacks/difficultie in managing your time?

The Fundamental Principles of goal setting:

Principle #1: --

Principle #2: --

Principle #3: --

Setting your Goals – the five step process:

My goals – rough draft.

From your values and aspirations write your goals.

Long term goals: (write at least one goal)

1.

Medium term goal: (write at least two goals)

1.

2.

Short term goals: (write at least three goals)

1.

2.

3.

Step 1. Your goals must be SMART.

Check if the written goals are SMART and if need redraft the goals

My goals – first draft.

Long term goals: (write at least one goal)

1.

Medium term goals:

1.

2.

Short term goals:

1.

2.

3.

Step 2. Your goals must be inclusive.

List down all areas that are important for you in your life:

Group these areas that are similar in nature like leisure, relationship, spirituality, social service, etc.

Group 1	Group 2	Group 3	Group 4

My goals – second draft.

Include at least one life goal and redraft your goals statement.

Long term goals:

1.

2.

Medium term goal:

1.

2.

3.

Short term goals:

1.

2.

3.

4.

Step 3. Your goals must have a positive stretch.

Watch the video "Facing the giants". Write what you infer from the video.

Now how to give positive stretch to your goal???

My goals – third draft.

Check if you can give your goals a positive stretch and redraft them.

Long term goals:

1.

2.

Medium term goal:

1.

2.

3.

Short term goals:

1.

2.

3.

4.

Step 4. The Pains Vs Gains of your goals.

Your goals, while achieving, will give lots of pains – you may have to skip watching your favorite cricket match, you may have to work for long hours on a daily basis, you may not be able to attend important family functions, you may have to learn new things, befriend new people, etc.

However when you have achieved your SMART, Inclusive and positively stretched goal it gives you tremendous amount of joy, happiness, confidence, etc.

Now visualize and list down all the pains and gains for each of your goal. Check if gains are more tha the pains. If not still deeply visualize and write more gains for the goals.

My goals –Fourth draft (Pain Vs Gain).

My goal	Pains	Gains

Professional Skills Cell, Dr. Mahalingam College of Engineering and Technology, Pollachi

Step 5. Your goal must be at Gun point.

Pick one of your goals you are most excited about. Write below those things that will stop you from achieving the goal.

Is your goal at Gun Point?

Yes / No

My goals – fifth and fair draft:

Long term goals:

1.

2.

Medium term goals:

1.

2.

3.

Short term goals:

1.

2.

3.

4.

Having set your SMART goals what else you require to really achieve them? What may possibly stop you from achieving the goals
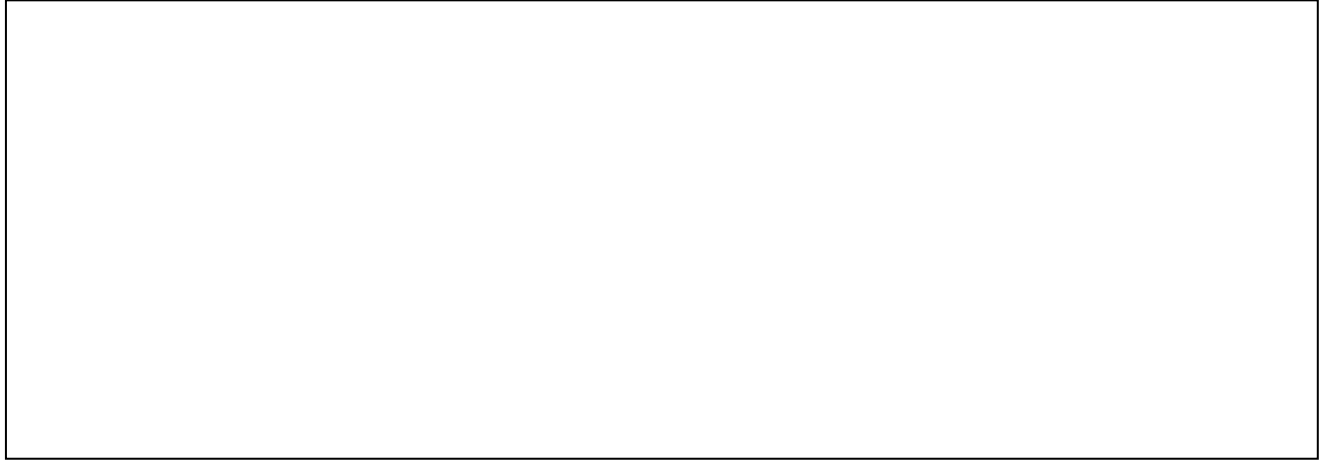
Watch these two videos video and write your inference.

a) This is stopping you from achieving your goals:motivation from Jay Shetty (https://www.youtube.com/watch?v=s0dJtKtCtKs&t=34s)

b) Inspirational message from Swami Mukundananda

 (https://www.youtube.com/watch?v=3-W8s5a2MnI&t=822s)

Professional Skills Cell, Dr. Mahalingam College of Engineering and Technology, Pollachi

Action orientation:

Taking stock – SWOT Analysis

SWOT stands for

S =

W =

O =

T =

Strengths and Weaknesses are ---------- factors. They assess ----------.

Opportunities and Threats are ------------ factors. They assess environment in which we pursue our goals.

My Short term Goal(s) - (Education):

1. --

2. --

Personal SWOT Analysis:

Strengths:	Weaknesses:
Opportunities	**Threats**

The two important requirements for achieving set goals are

1. --

2. --
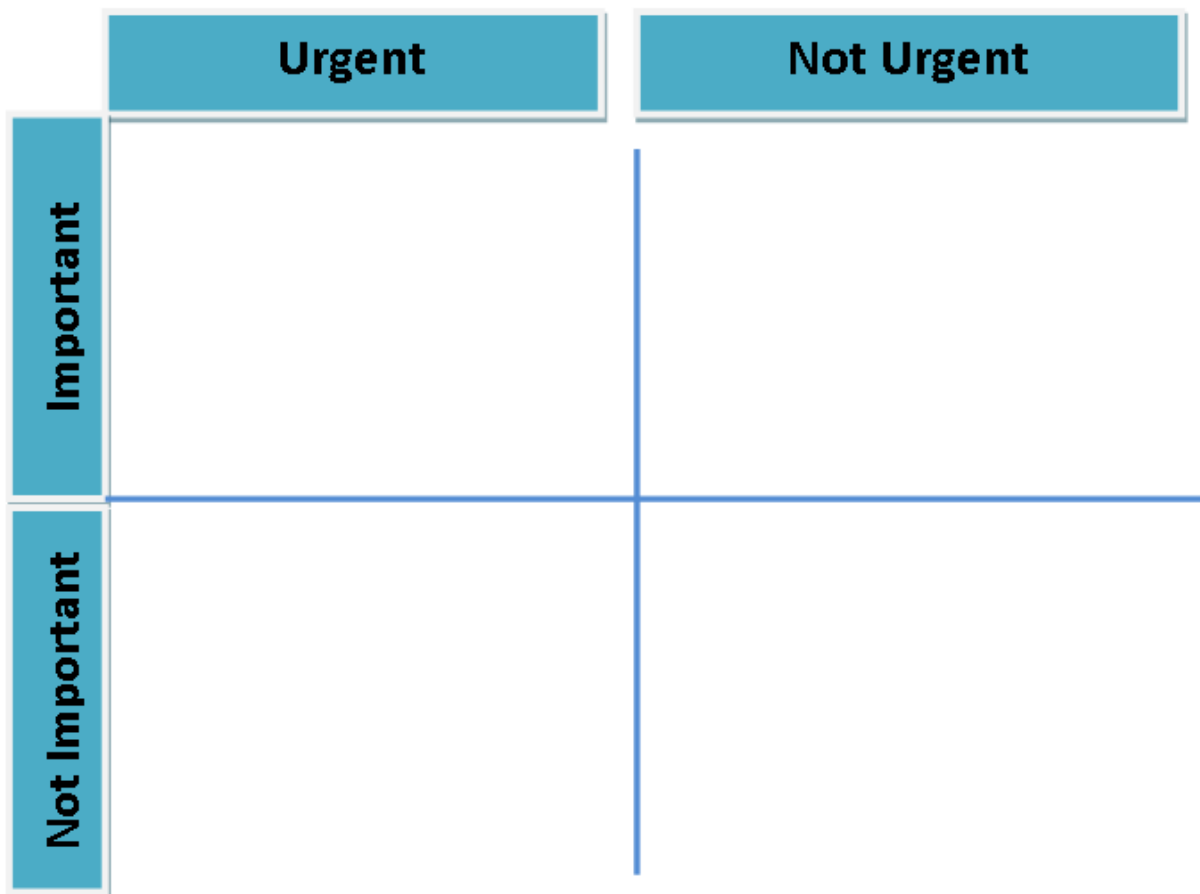

Prioritizing using Eisenhower matrix or Urgent – Important (4-quadrant) matrix

Watch the video on the 4-quadrant matrix.

(https://www.youtube.com/watch?v=czh4rmk75jc)

Now fill in each quadrant given below:

	Urgent	Not Urgent
Important		
Not Important		

Write your understanding from the 4-quadrant matrix with respect to task prioritization.

Tasks can categorized as high value tasks and low value tasks. What are they?

High value tasks	Low value tasks

Prioritizing using the Pareto Principle or 80/20 rule.

Watch the video by Brian Tracy on Pareto principle or 80/20 rule (https://www.youtube.com/watch?v=cdiApKj3QPg)

Answer these questions

What does the Pareto Principle say?

How can you use Pareto Principle for prioritizing the tasks?

Having prioritized the tasks what will you do with them?

Watch the video on Jar of Life.

Write your inferences from the video.

Time Management

"It is not managing time but managing ourselves with respect to the fixed resource time."

Making your own time audit.

Recollect what you did last week Monday to Saturday (total of 24 hours x 60 minutes x 6 days = 8640 minutes). Fill up your activity against the time indicated for each day.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 – 5.30						
5.30 – 6.00						
6.00 – 6.30						
6.30 – 7.00						
7.00 – 7.30						
7.30 – 8.00						
8.00 – 8.30						
8.30 – 9.00						
9.00 – 4.30	Work at College					

4.30 – 5.00					
5.00 – 5.30					
5.30 – 6.00					
6.00 – 6.30					
6.30 – 7.00					
7.00 – 7.30					
7.30 – 8.00					
8.00 – 8.30					
8.30 – 9.00					
9.00 – 9.30					
9.30 – 10.00					
10 -10.30					
Sleep					

Classify your activities and the time you spent on them in minutes in the whole week.

S. No.	Activity	Time spent in minutes
1		
2		
3		
4		
5		
6		
7		
8		
9		

10		

Check each activity for the four conditions (Urgent-Important, Not urgent - Important, Urgent-Not important, Not urgent-Not important) and write the activity with its time into the respective quadrant below.

	Urgent	**Not Urgent**
Important		
Not Important		
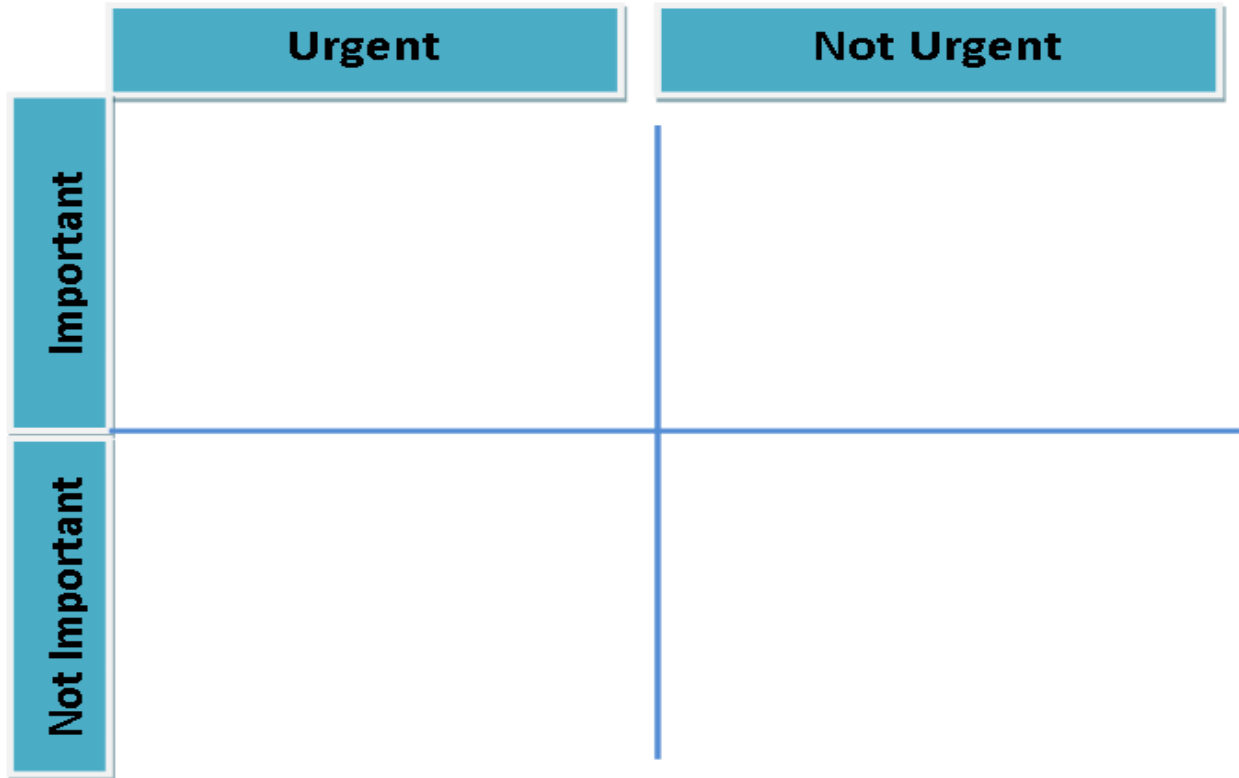
Now write how much time you spent in each quadrant in one week.

Quadrant	Time spent in minutes	% time spent
Urgent-Important		
Not urgent – Important		
Urgent-Not important		
Not urgent-Not important		

Are you satisfied with the present way of your time management? Draw a box around the appropriate sentence below.
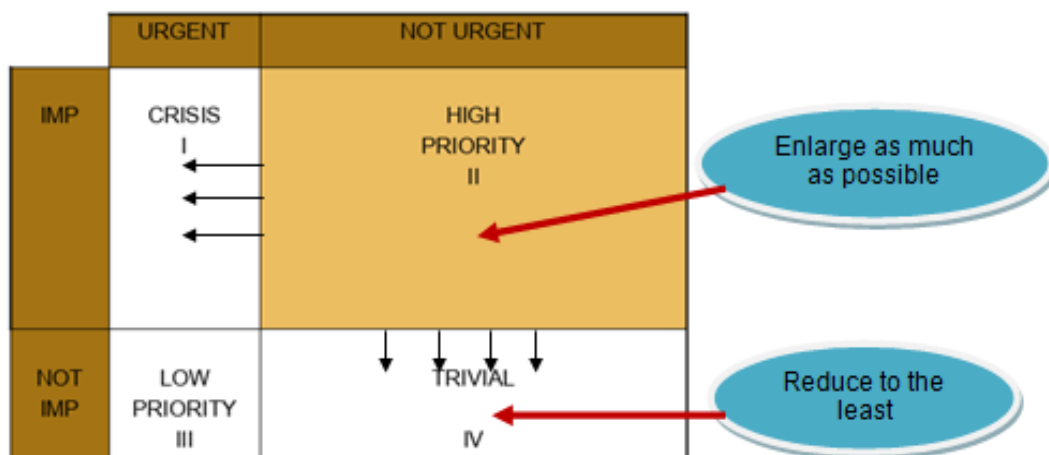
Yes, I am satisfied with my time management

No I am not satisfied with my present way of time management

Understand the four quadrants now.

	Urgent	Not Urgent
Important	**Quaqdrant of CRISIS** (Stress)	**Quadrant of High Priorirty** (Progress)
Not Important	**Quadrant of low priority / trivial** (Impulse / Instant Gratification No progress)	**Quadrant of unmindful activities** (Regression)
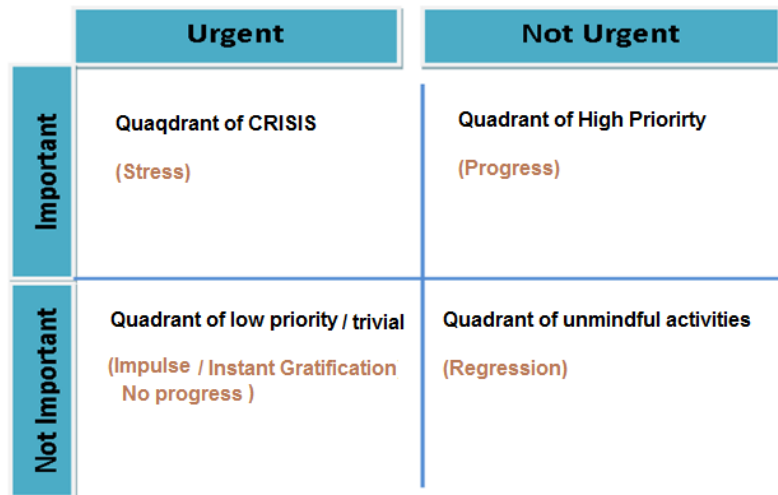
So how your quadrants must look like?

Pick out four activities which you want to manage or control.

Mention with what activities you are going to replace them.

Activities that I want to manage or control	Activities I will replace with.
1	
2.	
3.	
4.	

Barriers to time management:

Procrastination

What is procrastination?

```



```

Why do we procrastinate?

```



```

What is the impact of procrastinating?

```



```

Not being assertive:

This leads to inability to say NO and accepting the workload of all others.

Ways to say NO:

```
1. The broken record method


```
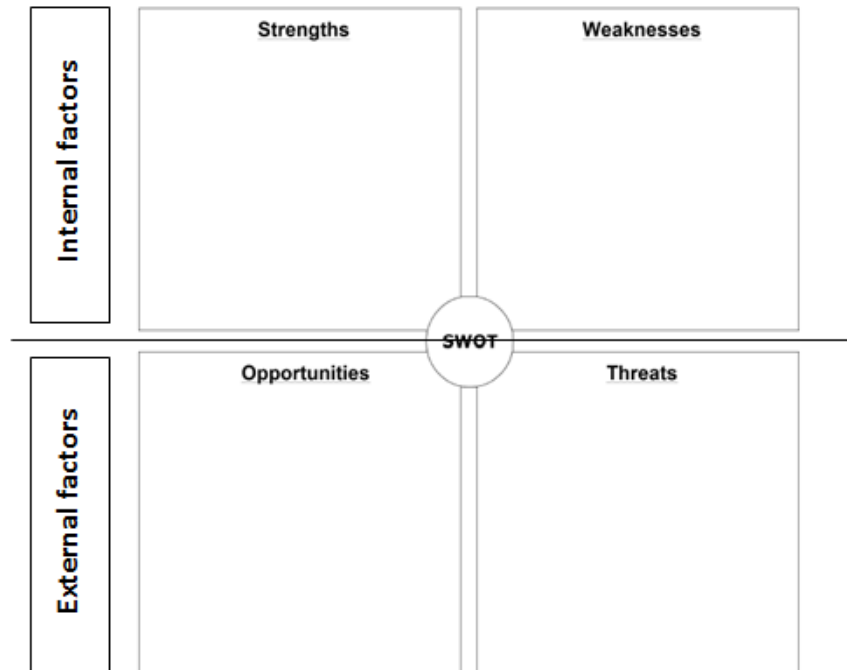
```
2. RNA method (Reason-NO-Alternative)


```

Time wasters

What are time wasters?

How to avoid time wasters?

Reading materials

SWOT Analysis:

Once a specific goal is set, we should understand on the personal level what knowledge, skills, behaviours we have got that will be helpful us in achieving the goals. These are our **Strengths**. Also we should know what are our deficiencies or shortcomings which will stop us from reaching the goal. These are called our **Weaknesses**. Strengths and weaknesses are internal factors, that is, they are within our control. By proper planning and action we can manage them. We build on our strengths while we can carefully work on our weaknesses to convert them into our strengths (if the weakness is changeable by our constant effort).

In the external world there are some factors that we can use to our benefit in achieving our goals. These factors will act as goal-enablers and called as **Opportunities**. While certain other factors will act as barriers and are called as **Threats**. We should have very sound planning (strategies) to use the opportunities and overcome the threats and keep pursuing our goals.

Example:

My medium term goal (career):

I will serve as a lead design engineer in the new product development division of an automobile manufacturing company by June 2025.

My short term goal (education):

- *By April 2023, I will complete my B.E. in Mechanical Engineering with a CGPA of 9 and above by taking courses from the design track and passing with "S" grade.*
- *I will complete a mini software project involving mechanical analysis of parts and make a presentation of the project to department faculty in March 2021.*

Personal SWOT analysis

Strengths:	Weaknesses:
✓ *Passion for mathematics & physics* ✓ *Creative thinking* ✓ *Great Analytical skills* ✓ *Independent learner* ✓ *Goal setter* ✓ *Good school academic performance*	✖ *Poor social skills* ✖ *Not organized and systematic* ✖ *Procrastination* ✖ *Get carried away by new learning* ✖ *Poor communication skills* ✖ *Inadequate knowledge of MS Office*
Opportunities	Threats
◆ *College management support* ◆ *Campus placement opportunities* ◆ *SAE competitions* ◆ *Internships* ◆ *Value added courses* ◆ *Online courses* ◆ *Centers of Excellence in college* ◆ *Need for Electric vehicles* ◆ *Own brother faculty in IIT (Madras)*	✹ *Poor placement drive in automobile domain* ✹ *Companies fluidity* ✹ *Family financial situation* ✹ *Fewer companies venture in new products*

Using the personal SWOT, I can understand how to use the listed strengths and what new knowledge, skills and attitudes I have to acquire. Clearly the weaknesses quadrant lists certain skills and certain attitudes (Good Habits) to be built. I have to focus on how to improve on them and what actions I can take in this regard. For acquiring new knowledge where is the source for learning?

Also the elements in Opportunities quadrant will help me in achieving my goals and I have to plan and act to use them. The elements in the Threats quadrant may possibly hamper my pursuit of goals. I have to devise strategies stating my course of action if such disruptions happen.

The Glass Jar: Rocks, Pebbles, Sand, and Water

There is a story about time management that uses a glass jar, rocks, stones, pebbles, sand, and water to illustrate how to plan your day. The glass jar represents the time you have each day, and each item that goes into it represents an activity with a priority relative to its size.

- ROCKS: The general idea is to fill your glass jar first with rocks. Plan each day around your most important tasks that will propel you toward achieving your goals. These represent your highest priority projects and deadlines with the greatest value, often important, but not urgent tasks that move you toward your goals.

- **PEBBLES:** Next, fill in the space between the rocks with pebbles. These represent tasks that are urgent, and important, but contribute less to important goals. Without proper planning, these tasks are often unexpected, and left unmanaged, can quickly fill your day. Working to reduce these tasks will give you more time to work toward your goals.

- **SAND:** Now add sand to fill your jar. In other words, schedule urgent, but not important tasks, only after important tasks. These activities are usually routine or maintenance tasks that do not directly contribute to your goals.

- **WATER:** Finally, pour water into your jar. These trivial time-wasters are neither important nor urgent and take you away from working toward high return activities and your goals.

If you commit to this approach to planning your days, you will see as time goes on that you are able to achieve more in less time. Instead of finishing things in a mad rush to meet deadlines, each day will be organized and become more productive and profitable. You will also notice yourself spending less time on activities that are of little to no value. And because you have a clear vision for dealing with competing priorities, the level of stress in your life will diminish, which will allow you to become even more focused and productive.

Some tools, techniques and attitudes for utilizing your time efficiently

Being Assertive, while saying No

At times, requests from others may be important and need immediate attention. Often, however, these requests conflict with our values and take time away from working toward your goals. Even if it is something we would like to do but simply don't have the time for, it can be very difficult to say no. One approach in dealing with these types of interruptions is to use a Positive No, which comes in several forms.

- Say no, followed by an honest explanation, such as, "I am uncomfortable doing that because…"

- Say no and then briefly clarify your reasoning without making excuses. This helps the listener to better understand your position. Example: "I can't right now because I have another project that is due by 5 pm today."

- Say no, and then give an alternative. Example: "I don't have time today, but I could schedule it in for tomorrow morning."

- Empathetically repeat the request in your own words, and then say no. Example: "I understand that you need to have this paperwork filed immediately, but I will not be able to file it for you."

- Say yes, give your reasoning for not doing it, and provide an alternative solution. Example: "Yes, I would love to help you by filing this paperwork, but I do not have time until tomorrow morning."

- Provide an assertive refusal and repeat it no matter what the person says. This approach may be most appropriate with aggressive or manipulative people and can be an effective strategy to control your emotions. Example: "I understand how you feel, but I will not [or cannot]…" Remember to stay focused and not become sidetracked into responding to other issues.

- The RNA method: Reason, No and Alternative. Here you do not start with a No, rather with reason for your no. Then say No, and followed by that you have an alternative. This specifically works well with your close friends, relatives or colleagues.

Chunk, Block, and Tackle

Large projects can sometimes be so overwhelming it is difficult to even plan to start them. This time management technique is ideal for taking on these jobs. Simply break down the project into manageable chunks, block off time to work on the project, and then tackle it with a single-minded focus.

- CHUNK: Break large projects into specific tasks that can be completed in less than 15 minutes.

- BLOCK: Rather than scheduling the entire project all at once, block out set times to complete specific chunks as early in the day as possible. This should allow you to ignore most interruptions and focus on just this task.

- TACKLE: Now tackle the specific task, focusing only on this task rather than the project as a whole. Once completed, you will feel a sense of accomplishment from making progress on the project.

Tackling Procrastination

Procrastination means delaying a task (or even several tasks) that should be a priority. The ability to overcome procrastination and tackle the important actions that have the biggest positive impact in your life is a hallmark of the most successful people out there.

Why We Procrastinate
There are many reasons why we tend to procrastinate, including:

- No clear deadline

- Inadequate resources available (time, money, information, etc.)

- Don't know where to begin

- Task feels overwhelming

- No passion for doing the work

- Fear of failure or success

Here are some ways to get moving on those tough tasks.

- DELETE IT. What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.

- DELEGATE. If the task is important, ask yourself if it's really something that you are responsible for doing in the first place. Know your job description and ask if the task is part of your responsibilities. Can the task be given to someone else?

- DO IT NOW. Postponing an important task that needs to be done only creates feelings of anxiety and stress. Do it as early in the day as you can.

- ASK FOR ADVICE. Asking for help from a trusted mentor, supervisor, coach, or expert can give you some great insight on where to start and the steps for completing a project.

- CHOP IT UP. Break large projects into milestones, and then into actionable steps. As Bob Proctor says, "Break it down into the ridiculous." Huge things don't look as big when you break it down as small as you can.

- OBEY THE 15 MINUTE RULE. To reduce the temptation of procrastination, each actionable step on a project should take no more than 15 minutes to complete.

- HAVE CLEAR DEADLINES. Assign yourself a deadline for projects and milestones and write it down in your day planner or calendar. Make your deadlines known to other people who will hold you accountable.

- GIVE YOURSELF A REWARD. Celebrate the completion of project milestones and reward yourself for getting projects done on time. It will provide positive reinforcement and motivate you toward your goals.

- REMOVE DISTRACTIONS. You need to establish a positive working environment that is conducive to getting your work done. Remove any distractions.

Time wasters

This results in spending time on non productive activities – long tea breaks, untimed meetings, long and unwanted phone calls, mindless emails, fiddling with smart phones, etc.

A list is like

1. Constantly checking your emails
2. Not automating your social media accounts
3. Bulky to-do-lists
4. Multitasking
5. Being a perfectionist
6. Unnecessary meetings.
7. Saying "Yes." When you have to say "No"
8. Postponing harder tasks.

How to avoid time wasters?

1. Ask yourself: why am I doing this. The best and most effective way to deal with time wasters is not to do the task.
2. Get someone else to do it. If it has to be done then find someone else to do it. ...
3. Do it quickly! ...
4. Simplify then automate. ...
5. Do low value activities when your energy is low.

The 10 principles of time management

[John Adair, Melanie Allen, "The concise time management and Personal Development", Thorogood Publishing Ltd, London, 2004]

1. **Develop a personal sense of time**

2. **Identify long-term goals**

3. **Make medium-term plans**

4. **Plan the day**

5. **Make the best use of your best time**

6. **Organize office work**

7. **Manage meetings**

8. **Delegate effectively**

9. **Make use of committed time**

10. **Manage your health**

A typical **Gantt chart** for scheduling of tasks and subtasks

SI.No.	Activity	Responsibility	P A	Oct-17					Nov-17				Dec-17				Jan-18				Feb-18			
				27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
A	Major task																								
1	Sub tasks		P																						
			A																						
2	Sub tasks		P																						
			A																						
3	Sub tasks		P																						
			A																						
4	Sub tasks		P																						
			A																						
5	Sub tasks		P																						
			A																						
B	Major task		P																						
1	Sub tasks		A																						
			P																						
2	Sub tasks		A																						
			P																						
3	Sub tasks		A																						
			P																						

****

Student notes

Student notes

Student notes