ACTIVITY 4-1-2: Assess Your Personal Effectiveness

* Watch the following video, “Eight Elements of Personal Effectiveness” by Robert White, a life coach from company Extraordinary People.
* Feel free to pause the video at each step to rate yourself.
* Alternatively, pause the video when he asks you to take a few seconds to reflect - at about 7:50 minutes - to complete the questions below.

White, Robert (n.d.). Eight Elements of Personal Effectiveness. Retrieved from <https://youtu.be/3Fj4e1rE1NI?t=1m8s> ​

* Rate your current competency on each of the elements by circling a number from 1 (least competent) to 10 (most competent) for each element.

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| Element | Rating :  10 is most competent, 1 is least competent. | | | | | | | | | | Your Notes |
| 1. Decide what you want. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Be honest with yourself and with others. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Take personal responsibility. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Express yourself. Listen actively to others. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Take risks. Believe in yourself. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Participate 100% in your own life. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Create partnerships. Win-win relationships. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |
| 1. Commit yourself. Make and keep promises. | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |  |

Table 1-1: Eight Elements of Personal Effectiveness

* Now watch the end of the video and reply to the following questions.

1. Which areas are you already competent in?

Take personal responsibility and be honest with myself.

1. Which areas do you feel you need to improve in the most?

I need to improve my capacity of commitment and to create win-win partnership.

The next topics will offer some tips and strategies to improve your personal effectiveness in some of these areas.