How to increase personal effectiveness

In work or in business is of great importance, but not all of us enjoy their limitless possibilities. Many people forget that the man has great potential. They need to learn to use it. How to increase personal effectiveness?

This question in one way or another is defined any working individual or entrepreneur. First, refer to General concept of personal effectiveness and can it be measured.

The simple idea of efficiency is how efficiently people spend their time. We all have 24 hours a day. However, some people constantly don't have time. Something when they offer, for example: to create an online business, it is often possible to hear: No! I don't have time. And so I don't have time. And others have time to do a huge number of cases.

So back to the definition of personal effectiveness is the number of cases that can be performed per unit time.

Talking about some specific concept of a metric of personal effectiveness is difficult. Most likely, it is for every individual. For example, you can simultaneously maintain multiple projects. For example, it can be repair in the apartment, preparing some documents for work and parallel to the search for opportunities to create your own business.

Over time personal effectiveness increases, actions become more effective. You start to have time to do 5-10 similar projects. The number of businesses that you can perform and not just perform to stretch this list, namely, to do effectively, that is ending started. This determines their personal effectiveness.

Personal effectiveness is the most important skill for any successful person, regardless of whatever You would like to succeed. Whether it's work, whether it be a business or can be your hobby. In any case, You need to raise your scores.

At this stage you need to look for your strategy, chips, to help You achieve greater personal effectiveness. What could it be? It can be some seminars or webinars. It could be books on personal effectiveness. More specifically, the following will present some universal guidelines for personal effectiveness:

1. Interruption

What does it mean? Imagine, You sit and do for example, some report on the computer and the phone rang. You pick up the receiver Think that there is nothing wrong if distracted for a few minutes. This will not affect the work. Actually it is not so. The peculiarity of the human brain is that in order to reach peak efficiency requires a minimum of 30 minutes. That is, if You start to do something, gradually dispersed. It took about 20 minutes. And suddenly the phone rings and someone interrupts, knocks this rate, it will take again a half hour in order to accelerate. This is roughly similar to driving a car just accelerated and pulled the handbrake. Stopped and re-accelerated. Of course this would be very inefficient.

The same thing happens with your personal effectiveness when You are doing some activities and if You want to do it well, effectively, it is necessary to eliminate all interrupts.

In practice this can be achieved:

Turn off your mobile phone, as if something very important can be put on the answering machine.

Disable all interrupts on the computer. Is: close the social network to disable ICQ, skype, MailAgent. Create yourself some sort of external vacuum and then You will be able to do very much.

To negotiate with the households, so they didn't bother you in the moment when you are doing any thing.

2. Planning

Many people try to make plans. Make a plan the night before. Everything turned out so beautifully. When the day begins, the first points is still how it is performed, and then all went awry. In the end, the plan is not working. In the end, planning is bombarded with many excuses and excuses.

Actually, you just need a little different approach to planning

What are the errors?

Many are trying to make a perfect plan, that is, if everything is done perfectly, then the plan is implemented. You probably know that there is no perfect anything. How to make more effective?

Let's look at a simple recipe for beginners.

Every 2 hours plug the unit reserve for 1 hour. Let's say you have planned to do something from 12.00 to 14.00, and then for an hour You just put an empty block in which You will extinguish fires that occurred during these 2 hours. And so every 2 hours insert an empty block. In this case, Your plan would carry much more often. In this case, the planning makes sense. You have written a plan and executed it. Know make plans that are not met makes no sense. If You want to get Your plans implemented, then be sure to insert in your plan these blocks of reserve.

3. And of course do not forget about such an important element of personal effectiveness as a.

It should also be included in your plan, which is explained Above. Rest is also a very important component of personal effectiveness, because there are moments when one is too keen on the process, there Are situations when it just know that you've earned. Can occur quite critical situation when the body can not withstand the load and he was forced to take a break. You can fall down with illness, with depression, apathy or something else. It is better not to bring and literally force yourself to relax.

There is a very interesting pattern: people-workaholics is very difficult to force myself to relax, just as people lazy is very difficult to force yourself to work. In this case just as forcibly insert blocks of rest. Of course those 2 hours which they say, referring to the block of rest is a relative figure. We are not talking about that strictly adhere to these limits accurate to minutes to seconds. Just when you want to insert a block of vacation to communicate with family or friends. It is required to plan, otherwise the rest goes something like. In the sense that the long-awaited weekend and don't know what to do, what to do. In the end, go in front of the TV and try to relax. Weekend need to plan ahead because time has the ability to eat. If the time is not to plan, it will still go somewhere, but not where You would like.

Another very interesting feature regarding effective leisure.

For most people sup is lie on the sofa watching TV. In fact, the fastest way to recovery is when You change one type of activity to another. How can it be applied, when viewed in the scale of everyday life?

There are 3 main areas:

1. Mentally, that is, You work your head, I mean mind.
2. Physical is when you perform some physical action.
3. Emotional is when you show some emotions.

Switching from one sphere to another You can recover faster. What is one work out, then switched to another and in this moment there is a recovery.

For example, You sit in the office and write a report that is in intellektualnoy activities. I had trained for that hour, respectively, then the next hour it is better to switch to something else. For example, to make a few phone calls already this emotional sphere. The next hour switch to the physical sphere. For example, where it went on behalf of the boss.

Thus, switching between the three spheres you will be able to recover quickly.

The fact that different parts of the brain are responsible for different types of activities. If you long to sit at the computer and do something continuously, then the area of the brain that is responsible for this type of activity is overheating. Accordingly, the effectiveness is reduced. And, if You change to another type of activities, the section of the brain is resting.

Taking into account all of the above. there is quite logical question: is There a limit to personal effectiveness?

On the one hand, of course, this limit exists. Man cannot infinitely accelerate and at some point it comes. Another thing is do my essay that many people are far from this limit. When they say Oh, everything can not, I Have no more strength, It's too much, I don't have time. They are very far from this limit. However, where it is better not to increase their own efficiency in order to have time to do more. at this stage it is better to go to another area in the delegation of authority and to start much more to do by proxy.

Let's say You have team business website, which is filled with articles and promote in the search engines. For example, you take on the task of filling the site with new articles, and website promotion delegate its business partners. Thus, You will free up your time and the hard work is done by yourself, a more simple trust in business partners.

Therefore, the limit of personal effectiveness exists, but the limit in how many people you will be able to transfer some of its powers does not exist.

Here is a brief about the personal effectiveness. The General theme is very interesting and volume and make it one article is probably quite difficult.

On this, probably should stop, and not to miss new articles on my website, I recommend You to subscribe to updates to receive new articles in your email.