





THE
APPROACH

Personal Effectiveness Tools

Emphasize the importance of self-awareness, self-improvement, and strategic planning personal growth and success.

TABLE OF CONTENTS

Boost your Personal Strengths	03
Daily Success Habits	04
Personal SWOT Analysis	05
Personal Weakness Zapper	06



Boost your Personal Strengths

BACKGROUND: We live in a culture that focuses on flaws - and improving ourselves. But did you know that for success, happiness and growth - you achieve the greatest impact by boosting your Strengths?

so, consider for a moment your 3 Favourite or Most Valuable Strengths and ask yourself:

- How could I **use this strength more** in my business or life?
- How could I **turn this strength into a new opportunity** for me or my business?
- How could you use this strength to **more fully express yourself** through your business?
- Where could I use this strength to **really make a difference in my business**?
- Where could I really **shine** if I just let myself?

My 3 FAVOURITE Strengths are: Review your Personal SWOT Exercise and pick your 3 most valuable Strengths	I could Boost this Strength by: Look at the questions above and brainstorm 3-5 ideas or actions you could take to boost your strengths.
1.	1. 2. 3. 4. 5.
2.	1. 2. 3. 4. 5.
3.	1. 2. 3. 4. 5.



Daily Success Habits

BACKGROUND:

- We often overlook the IMPORTANCE of DAILY HABITS in managing ourselves and our lives. But, it's often by making small changes to our daily routines that we make BIG changes in our businesses and careers.
- This tool helps you build a simple personal framework around which the rest of the day's activities fall into place. Create an infrastructure so that no matter what happens - you feel calm and assured.

● **My Top 3 PRIORITIES in life right now are:**

1. 2. 3.

● **My Top 3 STRESSORS in life right now are:**

1. 2. 3.

● **What supportive daily habits - SPECIFIC DAILY ACTIONS - will you introduce?**

Write up to 5 actions that best support you – including your HOME, PERSONAL and WORK-LIFE. They must be SPECIFIC and MEASURABLE so you know exactly what to do, and can clearly say you have completed the step!

EXAMPLES:

- | | |
|---|--|
| - Have 15 minutes of silence or alone time each day | - Take 10 mins after lunch to recap the day's priorities |
| - Drink 8 glasses of water a day | - Make all my calls in the first hour of the day |
| - Be at my desk by 8.00am / leave by 6.00pm every day | - Write my top 3 priorities for the day out every morning before starting work |
| - Eat a healthy breakfast every morning | - Eat lunch away from my desk |
| - Be in bed by 10.30pm | - Check email no more than twice a day |
| - Do at least 30 mins exercise/activity every day | - Write all appointments down - in one place |

1.

2.

3.

4.

5.

● **How will you implement these habits? I will implement these habits by:**

Eg. I will "Just Do It!", pick 1 habit a month to add to my routine, pick 3 of the new habits to start with.


.....

● **I will implement these habits on:** (specific date when you will start)

● **Who do I need to BE to implement these habits? I will be someone who is:**

1. 2. 3.

REMEMBER: It takes time and practice to implement new habits. They start as simple actions and gradually, as you do them regularly, they become habits. It can take anything from 21-30 days to implement a new habit, and a few months to cement a habit, so be kind to yourself on the days you don't remember - and just start again the next day.



Personal SWOT Analysis

BACKGROUND: A'SWOT' is a commonly used tool to take stock of where a business is and how it could improve. But it can also be used on ourselves to recognize our unique skills, strengths and talents. Use this exercise to help you manage your weaknesses and threats while taking advantage of strengths potential opportunities - and grow your business too!

NOTE: This exercise is not about being modest or overly self-critical. For maximum impact, answer the questions honestly – and remember to think about it from both your perspective *and* those around you.

		POSITIVE		NEGATIVE	
		STRENGTHS		WEAKNESSES	
		What do you do well? What do you better than others? What unique skills and talents do you have? What do others see as your strengths? What are you proud of, like about yourself, enjoy doing?		What could you do better? What do you avoid? Where do you have less skill or talent than others? What are others likely to see as weaknesses? What do you need to face up to?	
INTERNAL					
		OPPORTUNITIES		THREATS	
		What opportunities are out there for you? What trends ¹ could you take advantage of? Which strengths could you turn into opportunities? What is going on locally that you could capitalize on?		What trends and threats ¹ could harm you? What is your competition doing? What threats do your weaknesses expose you to? What obstacles do you have coming up?	
EXTERNAL					

¹ Eg. Changing technology, government, professional or organizational policy or environmental, market, social, lifestyle, economic or demographic trends.



Personal Weakness Zapper

BACKGROUND: This coaching exercise was inspired by the book, "Now Discover Your Strengths" by Marcus Buckingham who suggests the 5 strategies below for overcoming your weaknesses. Buckingham argues that we would be more successful if we focused on our strengths instead of our weaknesses and I couldn't agree more. However, many of us still have to deal with performance - or 360 reviews - and our own inner critic. Use this exercise to help you constructively 'zap' your weaknesses!

INSTRUCTIONS

- Below are 5 strategies to help you manage your weaknesses. Read through them and consider which work for you.
- Then complete the table below – coming up with **at least one strategy and action** for each weakness.
- And remember, it's only a REAL weakness if it gets in the way of something you want to do.

Your 5 Weakness-Zapping Strategies:

1. **LOWER YOUR STANDARDS.** Stop expecting so much of yourself. If you really need to - get a LITTLE better at it and choose to be happy with that.
2. **Design a SUPPORT SYSTEM.** Simply create a personal process or system that helps you manage around your weakness.
3. **OVERWHELM the weakness.** Be SO GOOD at something else that it simply doesn't matter.
4. **Find a PARTNER.** Think of someone who loves doing what you don't, and where you love doing something they don't - and SWAP. Or pay someone to do it for you.
5. **Just STOP DOING IT!** Why try so hard to be better at something you're not good at when you could spend your time using a strength, learning something new or simply having fun?

The 3 Weaknesses (or things about myself that) I DISLIKE THE MOST are:	What strategies and actions could I apply here? Using the 5 strategies above, come up with at least one strategy and one action.
1.	Strategy/ies: Action/s:
2.	Strategy/ies: Action/s:
3.	Strategy/ies: Action/s:

