



PERSONAL EFFECTIVENESS

Personal effectiveness in school means knowing how to manage yourself so you can do your best. It's about being organised, staying on top of your work, and using your time wisely so you're not stressed at the last minute. It also includes setting realistic goals, knowing when to ask for help, and finding ways to stay motivated even when things get difficult. Being personally effective doesn't mean being perfect, it means developing habits that make school life easier and help you achieve what you're capable of.

PERSONAL EFFECTIVENESS AUDIT

Organisation

Do I keep track of my homework, deadlines and key dates in a planner or digital calendar?

Goal-Setting

Do I set clear, realistic goals for what I want to achieve for each week or study session?

Support

Do I ask for help when I need it, or do I avoid seeking support?

Time Management

Do I start tasks early, or do I leave things until the last minute?

Motivation

Do I keep going even when a task is boring or challenging?

Reflection

Do I review my progress regularly and think about how I can improve?

How to Improve Personal Effectiveness

Start with small, consistent habits. Stay organised—use a planner or school apps on your phone to track homework and deadlines so nothing sneaks up on you. Break big tasks into smaller steps and spread them out over a few days to avoid stress. Limit distractions so you can focus. Set simple, achievable goals so you know what you're working towards, and ask teachers, friends, or family for help when you need it. Finally, take a few minutes each week to reflect on what went well and what you'll do differently next time.