

The differences between effectiveness and efficiency in time management

[Business](#), [Management](#)



Introduction

Time management is the tool which helps us to be more productive, efficient, and successful and gives us what we are looking for in our life. It is about making sure to get things done in a time limit. It is very essential to perform any kind of work within the time period.

In today's life everybody is coping up with number of needs, comforts and promises, it is very difficult to handle everything; so it is the time management only with which we can handle everything.

Efficiency

Efficiency signifies to perform things in a correct way. Scientifically, it is defined as the output to input ratio and focuses on getting the maximum with minimum resources.

Efficiency is related to present state of the person. It is different in various conditions like thinking about future; adding or removing any resources might interrupt the current state of efficiency.

In order to be efficient time and again, discipline and rigor is required. It can build inflexibility into the system.

As efficiency is about doing the things in right manner. It requires repetition and documentation of the same steps again and again. Repeating the same stuffs so many times will surely discourage innovation.

Efficiency helps in avoiding errors and faults.

Efficiency focuses on the proceedings.

Efficiency is limited to the present circumstances. If the person is in the bad

or good condition its efficiency is increased or decreased according to condition.

Effectiveness

Effectiveness proposes to perform correct work. It steadily compute if the real output meets the required output. It focuses on getting the target.

Effectiveness considers meeting the end goal and then getting into consideration any changeable that change in the future.

Effectiveness holds long term plan in mind and thus extra flexible to the altering surroundings.

Effectiveness encourages creativity as it demands people to run the mind in different directions, the different method they can meet the yearning goal.

Effectiveness is all about the getting achievements.

Effectiveness is concentrates on the finish. Good finish is always important in studies. Because all the efforts that you done in the past is totally depends on the end.

Effectiveness engages thoughts long term.

A lot of us discover that time management is a tool like computer which helps to run time more efficiently. Having the capability to make things works for you is something that you should work hard on. You need to be as productive as you can that you fulfill all of your time and getting numerous benefits for it. The rewards of time managements are sky-scraping. If you able to do time management it means you are more productive even in short time and this will makes many people happy around you.

Point out what is going to be most excellent for you and what you need to have done. Decide the mission and responsibilities that are going to be rank top in your mind are important. You have to figure out what is your main goal of your life and how accurately to get goal. It is hard and interesting but it makes your life so much successful.

Use at least one learning theory to evaluate your strengths and weaknesses and explain how you plan to deal with your weaknesses for your academic effectiveness.

There are many different theories of how people learn. And it is useful to consider their application to how student learns and also how to teach in education programmes. It is exciting to think about own way of study and to identify that others does not learn as you learn.

Burns (1995, p 99) 'conceives of learning as a relatively permanent change in behaviour with behaviour including both observable activity and internal processes such as thinking, attitudes and emotions.' It is clear that Burns includes motivation in this definition of learning. Burns considers that learning might not obvious itself in observable behaviour until sometime after the educational program has taken place.

I have both strengths and weakness in my study. Concentration is one of my strength in my studies. It helps me a lot to cover topics at once and no need to read same topic again and again. By this I am able to save my time to do extra curriculum activities. And on the other hand I am cannot make any notes while lecture. Due to this some time I some crucial points it leads to

reduce my overall percentage. To overcome this problem I underline the important topics in course book to minimise any mistake in reading. To get high percentage in papers I used to do self tests of the courses to know where I am standing.

Distinguish between strengths and weaknesses:

Strengths are your leading thinking, feeling, and doing outline that come naturally for you. You grow muscular when you spend time in your strengths. A weakness drains you and you no matter how much you work at it, you don't really get better. It's like going against the grain.

Know the continuum from unconscious incompetence to conscious competence:

When you don't know what you don't know, you have unconscious incompetence. When you know what you don't know, you have conscious incompetence. When you can think your way through it, you have conscious competence. When you can do it without thinking, you have unconscious competence. For example, you can probably drive your car or ride your bike without thinking, but it didn't start off that way. This is similar to going through the intellectual, emotional, and physical stages of learning.

Learning an instrument:

When I was younger, I took saxophone lessons. I didn't have the passion at the time. I also had no idea how to practice right. If I hit a note, I figured I was done. Why practice if I already proved I could hit the note Well, it's one

thing to hit a note while concentrating; it's another to hit it without thoughts. I never practiced enough to reach a flow state. I assumed I had no talent, when really I never even gave myself a chance.

Title:

Plagiarism in assessments and explanation to how to avoid plagiarism in your studies.

Plagiarism is silently as "claiming and using the thoughts or writing or creative works of others without acknowledgment" (UC Assessment Policy).

It takes many forms, such as copying another students' assignment or using unacknowledged text in an assignment which matches publicly available material. James, McInnis and Devlin (2002) describe the most common forms as:

cheating in an exam by copying from other students or using unauthorised notes

submitting assignments completed by another person

quoting or paraphrasing material from a source without acknowledgment

Multiple submission of the same assignment (correctly cited and referenced) for separate units/marks.

Universities have always had to deal with plagiarism but what makes plagiarism a critical contemporary issue is the advent of new technologies that have led to a proliferation in plagiarism: it is not a new problem but it assumes new forms and is enabled by new technologies.

Marginson (2006) notes that up 14% of Australian students may plagiarise: in his view, it has contaminated essay marking and there is sometimes a culture of silence around plagiarism within universities.

Plagiarism is a complex issue and there are many factors that may drive it, including poor study skills, reduced time for study because of increasing involvement of students in part-time work while they are at university, a culture that accepts some degree of plagiarism, inappropriate assessment design such as reuse of old assignments and exams, the growth of sites that provide assignments for students, and more intense levels of competition, expectations and time pressures generally.

James, McInnis and Devlin (2002) recommend a four part strategy to minimise plagiarism and it is a useful framework to review the promotion of academic integrity at the University of Canberra.

- Development of policy at every level - institutional, divisional, school level
- Educating students about conventions of authorship and acknowledgment
- Designing appropriate assessment to minimise possibilities of plagiarise
- Installing visible procedures for monitoring and detecting plagiarism

There are many strategies with which we can avoid plagiarism:

We can write everything in quotations which we are taking directly from others work.

We should not just rearrange or replace a few words to avoid plagiarism, we should first read the text carefully and we should write that idea in our words without peeking. We are writing in our own words but still we need to acknowledge from where we are taking the information means we should write the source of information.

To avoid plagiarism all students must write bibliography, references or work cited pages at the end of assignment or research to list the source which they have used to complete their work. If we fail to do so it represents our dishonesty.

All references should be written in an alphabetical form.

Title:

Explain how you plan yourself an employable graduate considering employability skill

A degree is not only the requirement to get a reputed job; there are many things which employers are seeking like skills, experience and extra-curricular activities. The skills and experience which you will gain will set you apart from others if they have the same qualification as yours.

Affordable Trainings: Now a days there are many online tools from which u can get the trainings with which you can become more employable.

Voluntary work: Voluntary work is the work for which you will not be paid but it is the work which you are doing it for charity. It helps to

improve environment. It gives you the opportunity to meet new people and enhance your skills like team work, project management.

Team Work: Team work is the work which is performed by every member of team for a common goal. It is becoming an important part and there are many organisations which are now looking at team work skills. If we are working in team it becomes easy to achieve the goal because everybody will share his own ideas, it will not be an idea of just one person.

Time management: It is the journey which needs practise. If we don't know how to manage time we can't get success in our life. It is the tool which helps us to be more efficient and successful. It is the important tool to perform any kind of work within the time period. To become employable graduate time management is very essential.

Computer literacy: In these modern times one has to be a computer literate in order to meet the daily new work and personnel requirements as well. Today world has been shrunk to the computer and you can access each and everything through computers. That's why I feel that it's really important to be a computer literate.

Honing my management skills: During my studies in graduation I want to hone my management skills as well in order to meet the new management requirements and become a good manager and able to function well with my colleagues and other employees.

Personality development: I always wanted to develop as a person more and there's no better time than my degree period and I want to develop both as an individual and a person. This will also help me to become a better man in the society and make me aware about the social responsibilities.

Improving overall business knowledge: One has to be updated all the time with the new business developments and work cultures across the world because that will help a person to gain more business knowledge and also will get to know about pros and cons of that.

Accessing world trade communication: In the modern world you should have access to world trade communication. The two most important aspect of this is mobile phone and Internet and one feel you should be able to function them well in order to have access to the world trade because these two things have omitted the barriers across the globe.

References

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