

Personal Effectiveness as a Volunteer



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Agenda

Meaning of Volunteering

Benefits of Volunteering

Burnout

Sharpen the Saw

Components of Personal Effectiveness

Personal Effectiveness



Meaning of Volunteering

- Giving your time and abilities to aid others without the want of financial compensation.
- **Time willingly given** for the common good of all and **without financial gain**.
- **Unpaid** endeavours undertaken through an act of **free will**, for the **benefits of others**.

“

*You make a living by what you get. You
make a life by what you give.*

-Winston Churchill

”

Benefits of Volunteering

sense of purpose

build bonds

worthwhile causes

learn new skills

opportunity to help

opportunity to have fun

connection with community

increases socializing

health benefits

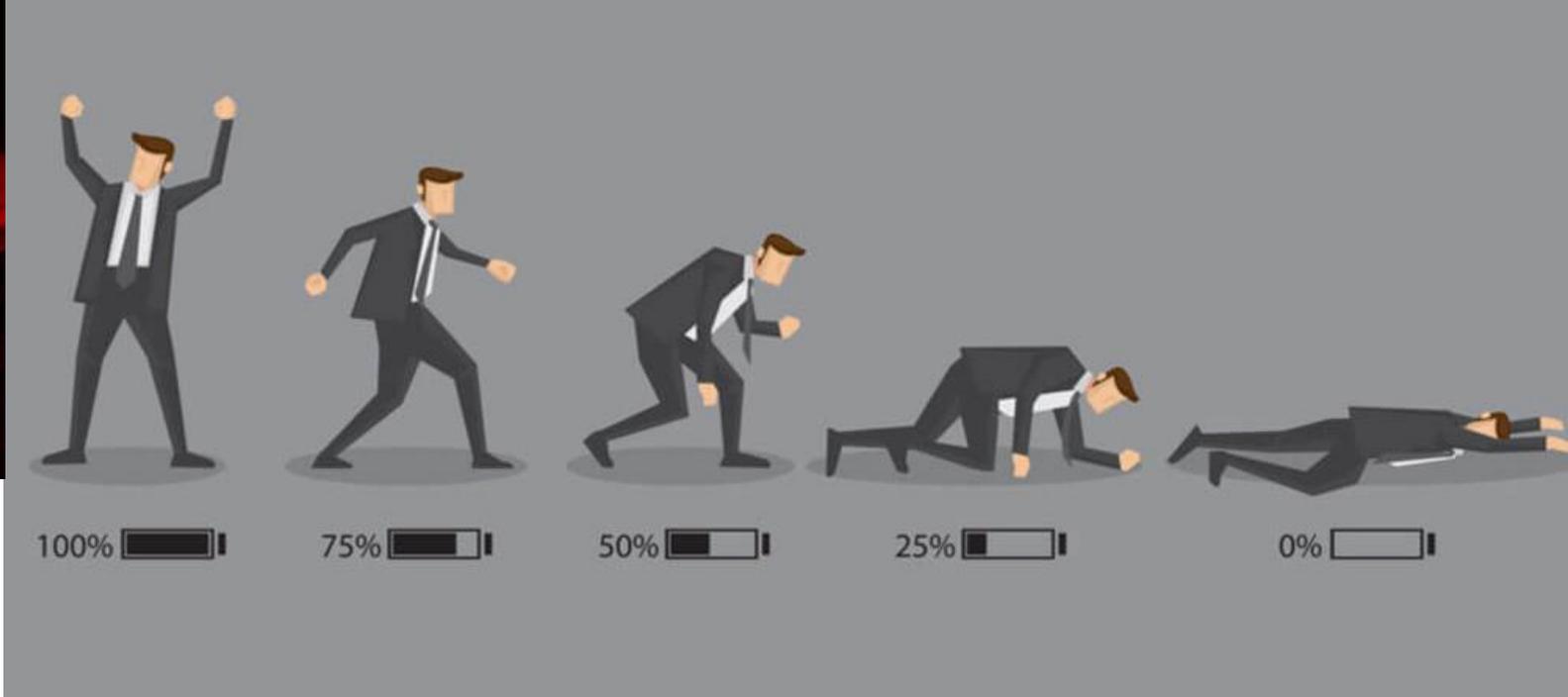
take on a challenge

make a difference

benefits the needy

career leverage

skill acquisition



Burnout is a state of emotional, physical, and mental **exhaustion** caused by excessive and prolonged stress.

It occurs when you feel overwhelmed, emotionally drained, and unable to meet constant demands.



Signs of Burnout

A word cloud of signs of burnout. The words are arranged in a roughly circular pattern. Two vertical labels, 'withdrawal' and 'detachment', are positioned on the right side of the cloud. The words are in various colors: red, pink, blue, green, orange, and yellow.

Signs of Burnout:

- loss of energy
- exhaustion
- absenteeism
- less productive
- lowered immunity
- feeling pressured
- concentration difficulty
- reduced creativity
- poor performance
- loss of interest
- every day is a bad day
- interpersonal problems
- irritability
- lack of motivation
- fatigue
- withdrawal
- detachment



Personal Effectiveness is making the best use of all resources at your disposal, for optimal performance.



Critical Components of Personal Effectiveness



Self Management



Time Management



Task Management



Resource Management

Time Management

Can you really manage time?

- So "time management" is a mislabeled problem. What you really manage is your activity during time.
- **Time management** is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity
- It is the ability to effectively prioritize your work



https://en.wikipedia.org/wiki/Time_management

Time Management Questions

Are you equipped with
Time Management Tips?

How much time do you
have?

Do you use a planner?

Does free time really
mean free time?

Do you have a schedule?

Do you procrastinate?

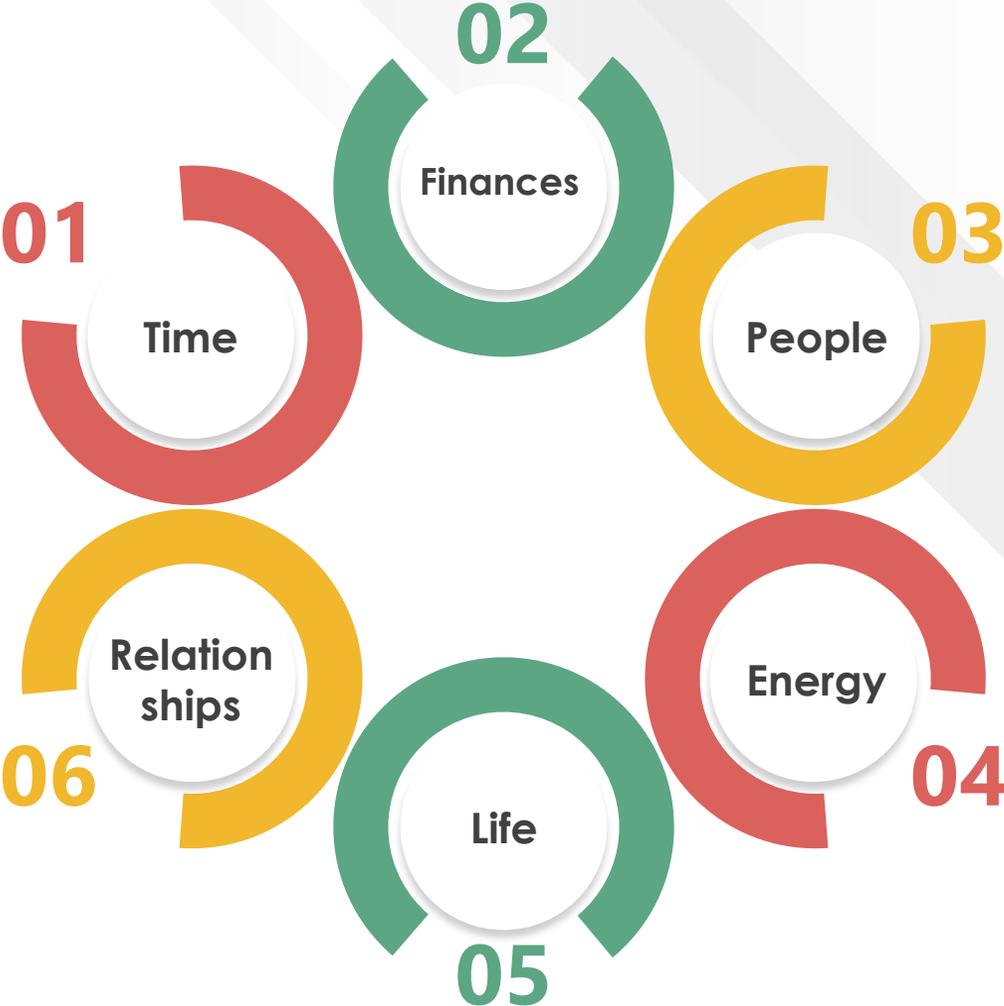


Covey's Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>I. Manage (Do)</p> <ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects	<p>II. Focus On (Plan)</p> <ul style="list-style-type: none">• Prevention, capability activities• Relationship building• Recognizing new opportunities• Planning, recreation
NOT IMPORTANT	<p>III. Avoid (Delegate)</p> <ul style="list-style-type: none">• Interruptions, some calls• Some mails, some reports• Some meetings• Proximate, pressing matters• Popular activities	<p>IV. Limit (Eliminate)</p> <ul style="list-style-type: none">• Trivia, busy work• Some mails• Some phone calls• Time wasters• Pleasant activities

Based on "The 7 Habits of Highly Effective People", Stephen R. Covey

Resource Management



Sharpen the Saw



"Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you'll recover your life. I'll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won't lay anything heavy or ill-fitting on you. Keep company with me and you'll learn to live freely and lightly."

Matthew 11:28-30

NLT

"Using a dull ax requires great strength, so sharpen the blade. That's the value of wisdom; it helps you succeed."

Ecc1 10:10

NKJV

"If the ax is dull, And one does not sharpen the edge, Then he must use more strength; But wisdom brings success."

Ecc1 10:10

AMP

"If the axe is dull and he does not sharpen its edge, then he must exert more strength; but wisdom [to sharpen the axe] helps him succeed [with less effort]."

Ecc1 10:10

References

- https://en.wikipedia.org/wiki/Personal_development
- <https://www.codeofliving.com/5-powerful-reasons-goal-setting-important/>
- http://en.wikipedia.org/wiki/Time_management
- *The 7 Habits of Highly Effective People*", Stephen R. Covey