



Skills Required for Personal Efficiency and Productivity

ASSESSMENT # 1

Total Marks: 30

I. Answer the following questions:

Q: 1: Short Questions (15)

- II. What is Personal Efficiency?
- III. Define the term "paradigm shift".
- IV. Give some examples of useful attitudes for personal development.

Q: 2: Outline the important steps to creating a personal vision. (7)

Q: 3: What is SPIRIT? How does it help in setting goals? (8)