



PERSONAL EFFICACY

PROFILE REPORT

Name **Your Name**



Dear **Name**,

We are delighted you completed the Personal Efficacy Profile Assessment. This report attempts to show you a mirror on your Personal Efficacy. This should help you analyze the various aspects that contribute to your Personal Efficacy and make appropriate plans to work on them.

Personal Efficacy is the foundational capability that helps you achieve your objectives irrespective of the role you perform and it also plays a key role in your joyfulness & peace. This report helps you understand your Personal Efficacy through the lens of Stephen Covey's Seven Habits of Highly Effective People.

We have attempted here to provide you insights & recommendations on how you could examine the following dimensions, find how intensely you practice each of them, interpret the implications of your intensity and help you reflect on the way forward.

The Personal Efficacy dimensions that matter are...

1. Your Ethics – Personality Vs Character
2. Your Paradigm in Life – Proactive Vs Reactive
3. Your Goal-Setting approach – Begin with the end or beginning in mind
4. Your approach to Prioritizing – Urgency Vs Importance
5. Your approach to winning – Win/Lose Vs Win-Win
6. Your Approach to listening – Seek to Understand or to be Understood
7. Your approach to Collaboration – Silo vs Synergy
8. Your approach to Renewal – Efficient vs Renewal

Read through each section of the report, reflect on the triggers provided and make a good action plan for improving your Personal Efficacy.

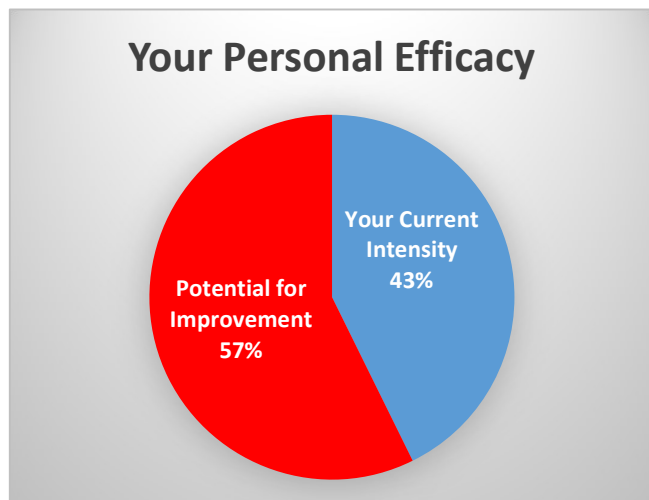
Best wishes,

Team Mentor



Based on the analysis of your responses to the assessment...

Your Personal Efficacy is *Moderate*



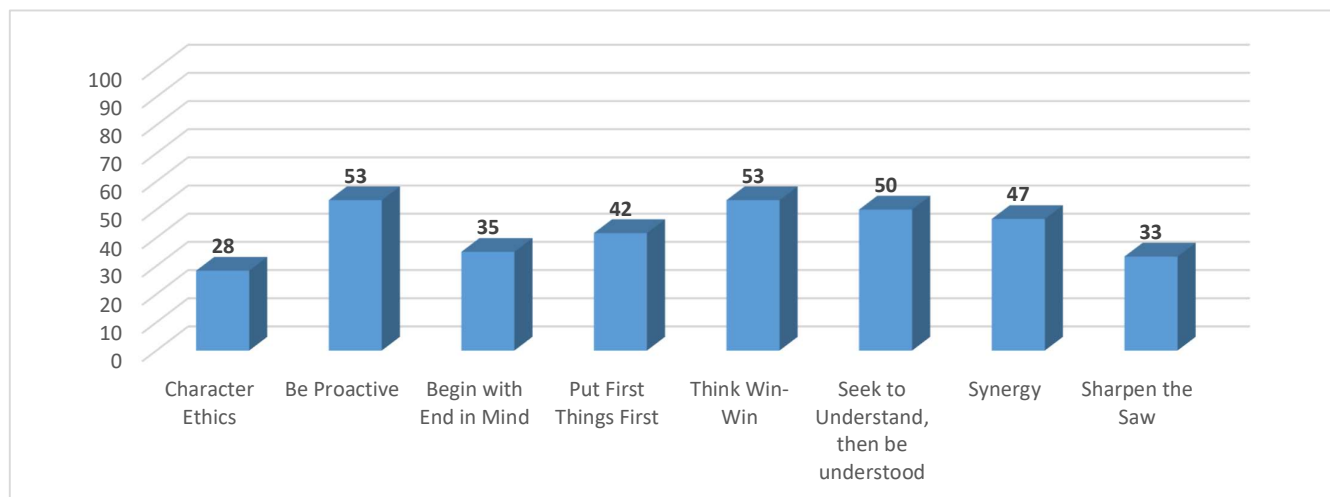
Based on your responses it appears that...

Your moderate effectiveness indicates that while you have some productive habits, there may be challenges in maintaining consistency or aligning these habits with your long-term goals. This suggests a need to strengthen foundational habits and develop a more structured approach to ensure sustainable progress. Addressing these gaps with deliberate effort will help you build a strong, goal-oriented framework.

What can you do to improve your Personal Efficacy?

1. **Prioritize:** Select one or two specific areas for improvement, especially those most critical to your goals. Narrowing your focus will prevent you from feeling overwhelmed and allow for deeper, more meaningful progress in these dimensions.
2. **Training:** Explore opportunities to enhance your skills and habits through workshops, mentorship programs, or other resources. Learning from experts or peers can provide you with practical strategies and tools to address weaker areas effectively.
3. **Reflection:** Set aside time for regular self-reflection. Review your actions and evaluate whether they align with your goals and desired outcomes. This practice will help you identify patterns, make adjustments, and stay on track.
4. **Set Milestones:** Break down larger goals into manageable steps with clear milestones. Celebrating small achievements will motivate you to maintain momentum and build confidence in your ability to sustain progress.
5. **Accountability:** Share your objectives with a trusted colleague, friend, or mentor who can provide encouragement and hold you accountable for your commitments.

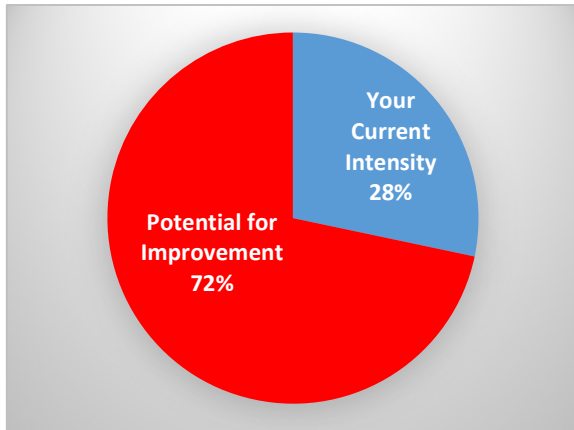
The chart below shows the intensity of Your Personal Efficacy Dimensions as a %. In the following pages of this report you will be able to review each of these dimensions





Personal Efficacy Dimension #1: Character Ethics are about integrity, humility, courage, justice, patience, and the Golden Rule (treating others as you would like to be treated). True effectiveness comes from the inside out and focuses on aligning one's values and actions with these timeless principles. Character ethics is about building a solid foundation of integrity and moral strength.

Personality Ethics tend to focus on techniques or strategies that can be employed to achieve desired outcomes, often relating to external attributes like public image, **communication skills, and behaviors. This fails to produce lasting change because it focuses on outer behaviors rather than inner character.**



Based on your responses, There seem to be significant challenges in consistently adhering to your personal values and ethical principles. External factors, emotional reactions, and a desire for approval from others often influence your decisions.

You may struggle to say no to offers that conflict with your values and may prioritize external success or acceptance over authenticity. There is a tendency to act impulsively, and your happiness may be largely tied to achieving goals rather than maintaining a sense of self-worth independent of accomplishments.

Strive hard to improve & enhance your attitude. Regularly review the alignment of your behaviours with your values & ethics. Coach

yourself, and seek help in improving the alignment. This would enable you to lead a joyful & successful life.

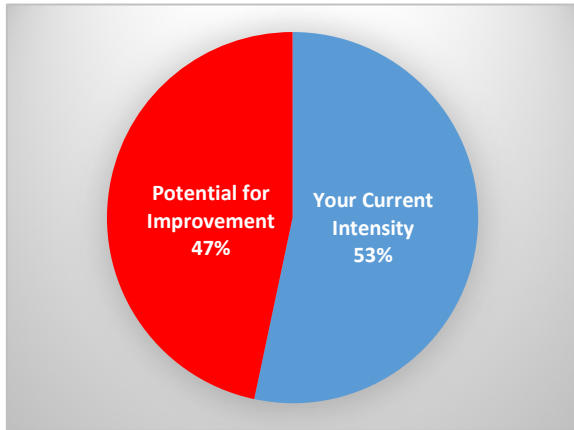
1. What does your scores on 'Character Ethic' dimension indicate?
2. How can you strengthen your commitment to your personal values and ensure that your actions consistently align with your long-term goals, even in the face of external pressures?
3. What strategies can you implement to maintain ethical consistency in decision-making, balancing your own values with the sensitivity and expectations of others?
4. What steps can you take to cultivate greater self-awareness and resilience, enabling you to act in accordance with your values even when emotional reactions or external influences arise?
5. How can you improve your Character Ethics and hence your Personal Efficacy?

2

BE PROACTIVE



Personal Efficacy Dimension #2: Being proactive empowers us to take control of our lives, rather than being reactive to external circumstances. By focusing on what we can control, we can create positive change and overcome challenges.



Based on your responses, you seem to demonstrate a reactive mindset that reflects a pattern where initiative and accountability fluctuate, often depending on the situation. There may be a strong tendency to defer control to external factors, such as circumstances, other people, or environmental constraints.

This reliance can lead to a perceived lack of agency, reducing the likelihood of taking decisive or constructive action. Additionally, impulsive reactions might occur, where decisions or responses are driven by immediate emotions rather than careful consideration of long-term objectives or solutions. These tendencies can create a cycle of missed opportunities for growth

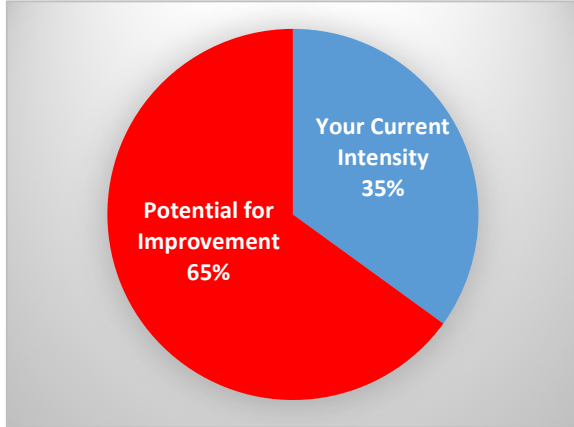
and progress.

Work on Strengthening self-awareness, emotional regulation, and a solution-focused mindset can help cultivate a more consistent and empowered approach to proactivity.

1. What does your score on 'Be Proactive' dimension indicate?
2. How can you take more ownership of tasks and challenges, ensuring you're not waiting for external direction?
3. What strategies can you implement to manage emotional reactions and stay focused on solutions during setbacks?
4. How will you ensure that your actions align with long-term objectives, taking initiative and creating growth opportunities?
5. What actions would you like to take to improve your Proactivity and hence Personal Efficacy?



Personal Efficacy Dimension #3: *Begin with End in Mind* provides a clear vision for our future, guiding our actions and decisions. By setting goals and aligning them with our values, we can make intentional choices that lead to fulfillment.



Based on your responses, you seem to be inconsistent with planning and alignment of your efforts with the objectives. It suggests that while there may be moments of thoughtful organization and direction, they are not always maintained.

This inconsistency can lead to lapses in clarity, where the connection between tasks and overall objectives may not be clearly defined. Without a strong, sustained alignment between short-term actions and long-term goals, focus can shift, causing priorities to become unclear or fragmented. These gaps can result in inefficiencies, missed opportunities, or a lack of

progress.

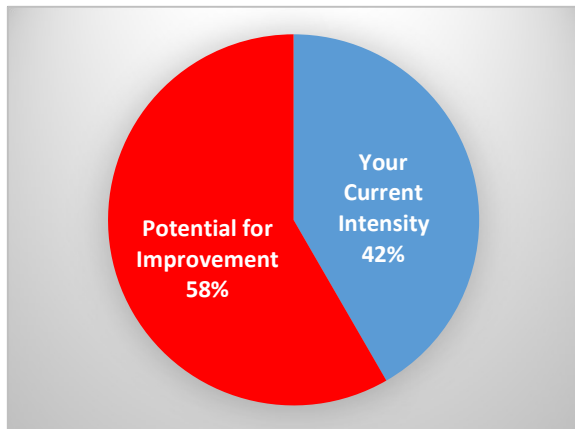
To address this, establishing regular check-ins, refining planning strategies, and creating a clearer roadmap can help reinforce consistency, maintain focus, and ensure better alignment with broader objectives. Strive hard to improve & enhance this attitude. Regularly review the alignment of your actions & tasks with your objectives. Coach yourself, seek help in improving the alignment. This would enable you to lead a joyful & successful life.

1. What does your scores on 'Begin with the End in Mind' dimension indicate?
2. How can you refine your long-term goals to ensure they are clear and aligned with your values and aspirations?
3. What strategies can you implement to regularly evaluate and connect your short-term tasks with your long-term objectives?
4. How can you create a more consistent roadmap to ensure your daily actions stay aligned with your overarching goals and contribute to sustained progress?
5. What actions would you like to take to improve your beginning with end in mind and hence Personal Efficacy?

4 PUT FIRST THINGS FIRST



Personal Efficacy Dimension #4: Putting First Things First is about prioritizing tasks and managing time effectively. By focusing on important tasks and avoiding distractions, we can maximize our productivity and achieve our goals.



Based on your responses, you seem to show Inconsistent prioritization occurs with decisions about where to invest time and energy and they are made based on immediate demands rather than long-term significance.

When urgency takes precedence, it often means that tasks requiring quick action or attention are given priority, even if they don't contribute significantly to overall goals or meaningful outcomes. This tendency to focus on urgent matters can lead to a reactive approach, where you're constantly responding to short-term needs, leaving important, high-impact tasks sidelined.

Over time, this can result in a lack of progress on key objectives, increased stress, and a feeling of being overwhelmed by less meaningful tasks. Strengthening prioritization skills and consistently evaluating the value of tasks against broader goals can help ensure that both urgency and importance are balanced effectively.

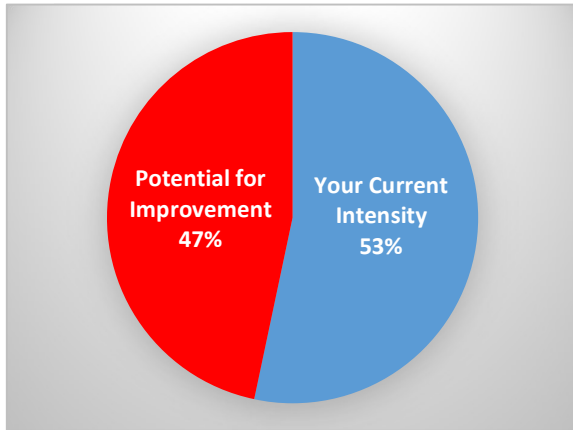
Strive hard to maintain & enhance this attitude. Regularly review the way you prioritize importance over urgency. Coach yourself, seek help in improving the alignment. This would enable you to lead a joyful & successful life.

1. What does your scores on 'Put First Things First' dimension indicate?
2. How can you better distinguish between urgent tasks and those that align with your long-term goals, ensuring that you prioritize what truly matters?
3. What strategies can you implement to improve consistency in prioritizing high-impact tasks over reactive, short-term demands?
4. How can you develop a more structured approach to planning and time management to ensure you invest your energy in tasks that contribute to your values and objectives?
5. What actions would you like to take to improve your Prioritizing and hence Personal Efficacy?

5 THINK WIN-WIN



Personal Efficacy Dimension #5: Thinking Win-Win fosters collaboration, cooperation, and mutual benefit in our relationships. By seeking solutions that benefit everyone involved, we can build strong, lasting relationships.



Based on your responses, it seems that your Efforts toward mutual benefits or win-win may be inconsistent, with a tendency to prioritize short-term or individual gains over collective outcomes. This can stem from a lack of clarity about shared goals or a hesitance to fully engage in collaborative efforts.

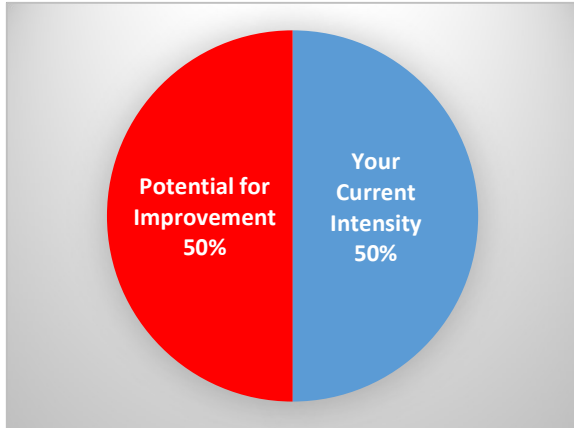
As a result, opportunities for creating meaningful partnerships or resolving conflicts amicably may be overlooked. While there is an awareness of the value of mutual benefits, it is not always acted upon, leading to sporadic alignment and trust-building. To improve, focus on identifying common interests consistently and fostering an environment where collaboration becomes the default approach.

Strive hard to maintain & enhance this attitude. Regularly review the way you prioritize mutual benefits rather than your own wins. Coach yourself, seek help in improving this tendency. This would enable you to lead a joyful & successful life.

1. What does your scores on 'Think Win-Win' dimension indicate?
2. How can you consistently prioritize mutual benefits in your interactions to foster stronger, more collaborative relationships?
3. What strategies can you adopt to balance your personal interests with the need for shared success, ensuring that all parties feel valued and heard?
4. In what ways can you ensure that your approach to decision-making consistently focuses on win-win outcomes, even in high-pressure or competitive situations?
5. What actions would you like to take to improve your Win-Win thinking and hence Personal Efficacy?



Personal Efficacy Dimension #6: Seeking First to Understand, Then to Be Understood emphasizes the importance of empathetic listening. By truly understanding others, we can build trust, resolve conflicts, and communicate effectively.



Based on your responses, it seems that you display Inconsistent listening efforts. It suggests that your attention and engagement with others' messages may vary depending on the situation, the speaker, or your own focus. At times, you may be fully present and attentive, while other times, distractions or internal thoughts may cause you to miss key details.

This inconsistency can lead to misunderstandings, as important information may be overlooked or misinterpreted. Additionally, when perspectives are not fully absorbed, there is a risk of missing critical insights, emotions, or intentions that could affect decision-making or relationships. Over time, this can erode trust and hinder effective communication.

To mitigate this, consistently practicing active listening—maintaining focus on the speaker, clarifying when necessary, and resisting the urge to immediately respond—can help ensure that all perspectives are accurately understood and valued.

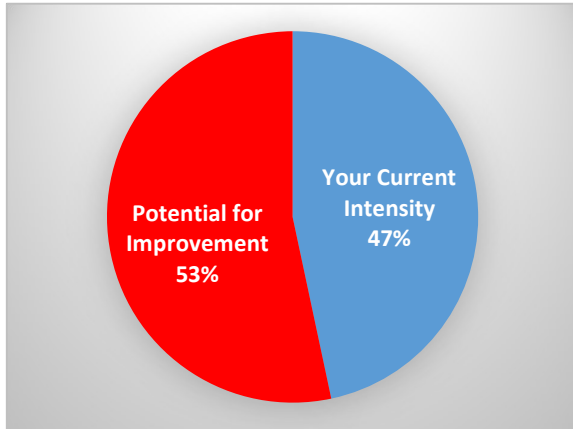
Strive hard to enhance this attitude. Regularly review the way you prioritize listening to understand, communicate how you value others more than wanting to be understood. Coach yourself, seek help in improving this tendency. This would enable you to lead a joyful & successful life.

1. What does your scores on 'Seek to Understand, then be Understood' dimension indicate?
2. How can you improve your active listening skills to ensure you fully understand others' perspectives before responding?
3. What strategies can you implement to focus on understanding emotions and motivations behind what is being said, even when preparing your own response?
4. How can you create an environment where others feel valued and heard, fostering clearer communication and stronger relationships?
5. What actions would you like to take to improve your Listening and hence Personal Efficacy

7 SYNERGY



Personal Efficacy Dimension #7: Synergy is the power of creative cooperation. By working together and leveraging diverse perspectives, we can achieve extraordinary results.



Based on your responses, it seems that you may show Inconsistent collaboration when you are participating in team activities—sometimes actively engaging and contributing, while at other times withdrawing or not fully participating. This inconsistency can hinder the overall synergy within the team, as effective teamwork relies on the continuous and cohesive efforts of all members.

When collaboration is inconsistent, it leads to missed opportunities for idea-sharing, joint problem-solving, and leveraging diverse strengths. Team members may feel uncertain about their roles, or the group's progress may slow due to a lack of cohesive effort. Additionally, the lack of consistent collaboration may prevent the team from achieving a higher level of creativity and innovation that

comes from the collective contributions of all members.

To unlock the full potential of teamwork, it's important to maintain steady engagement, contribute regularly, and actively support others, ensuring that collaboration is continuous and aligned toward common goals. This fosters a stronger sense of unity, improves problem-solving, and enhances the team's overall effectiveness.

Strive to enhance this attitude. Regularly review the way you explore, identify and leverage the strengths of others for meaningful outcomes. Coach yourself, seek help in improving this tendency. This would enable you to lead a joyful & successful life.

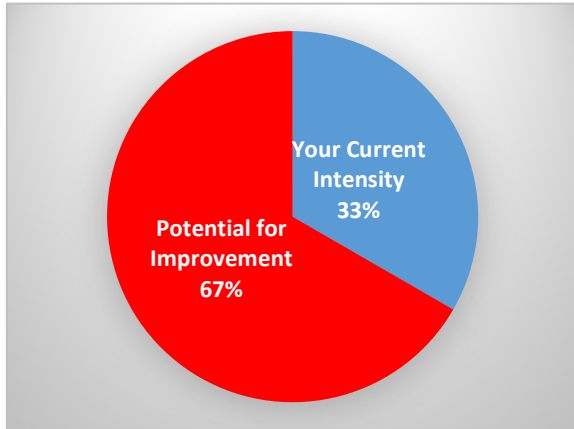
1. What does your scores on 'Synergy' dimension indicate?
2. How can you actively engage with team members to value their unique contributions and perspectives in order to create a more dynamic, inclusive atmosphere?
3. What steps can you take to balance moments of independence with active collaboration, ensuring that you contribute effectively to group objectives while respecting diverse viewpoints?
4. How can you cultivate a more open-minded and flexible approach to differing perspectives, ensuring that resistance to alternative ideas does not hinder collaboration or creativity?
5. What actions would you like to take to improve your Seeking Synergy and hence Personal Efficacy?



SHARPEN THE SAW



Personal Efficacy Dimension #8: Sharpening the Saw is about continuous self-renewal. By taking care of our physical, mental, emotional, and spiritual well-being, we can maintain peak performance and live a balanced life.



Based on your responses it seems that you don't pay enough attention to your renewal and management of energy - physical, emotional & spiritual. This hinders your ability to be effective in all spheres of life.

This is essential for you to sustain & enhance your success. More importantly it will help you become more consistent, reliable and effective habitually.

Strive to enhance this attitude. Regularly review the way you explore, identify and leverage the strengths of others for meaningful outcomes. Coach yourself, seek help in improving this tendency. This would enable you to lead a joyful & successful

life.

1. What does your scores on 'Sharpen the Saw' dimension indicate?
2. How can you create a balanced routine that includes regular activities to nurture your physical, mental, emotional, and spiritual well-being, ensuring long-term effectiveness and resilience?
3. What steps can you take to address any imbalances in your self-renewal efforts, ensuring that no aspect of your well-being is consistently neglected?
4. How can you ensure that self-care becomes a consistent and intentional part of your routine, preventing burnout and supporting sustained focus and motivation?
5. What actions would you like to take to improve your Renewal and hence Personal Efficacy



Action Planning (Guidance for planning your improvement)

Proof of the pudding lies in eating it!

Here you can plan the actions you want to take to improve your effectiveness – both personal and professional – by using the following Action Planning Template, to identify and articulate the specific & measurable action items based on your insights from the respective section of this report. You can then implement them using the defect marking technique described here to improve your effectiveness,

Report Section	Insights	Action
Section-1		What can I START? What can I STOP? What can I CONTINUE?
Section-2:		What can I START? What can I STOP? What can I CONTINUE?
Section-3:		What can I START? What can I STOP? What can I CONTINUE?



Implementation Tracking

What gets measured, gets managed!

Improving quality is often attempted by avoiding what is poor quality or defects. A journey towards Zero Defects is naturally best suited for human nature. To get the best out of your enhanced awareness about yourself, attempt to convert your action items into trackable defect parameters that can be monitored and tracked. Consider the following while converting the action items identified earlier into measurable defects for your self-improvement:

- Is the action visible? What are the consequences of this action?
- How can you count or track it in numbers?
- How can this be defined as a defect parameter?

For example, if you realize that improving your listening skills is critical to enhancing your effectiveness, then you may choose to monitor the following defect parameters:

- *Number of times I interrupt others during discussions*
- *The number of times I answer my own questions without allowing others to respond*

You may track the identified defect parameters on a daily/weekly, basis using the following Template by counting and recording the number of defects each day.

Defect parameters	Week 1						
	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7
Total Defects							

By virtue of religiously measuring specific defects, you are likely to trigger yourself to take positive action, eventually leading to higher personal effectiveness. Continue measuring tracking and counting your defect parameters until the occurrence of the defects reaches the desired levels.

We wish you the best in your journey of effectiveness, success and happiness



Mentor Learning aims to deliver cost-effective & measurable Learning & Organization Development solutions to solve People Capability & Behaviour related business challenges in the following areas...

- **iMentor Behaviour Academy** - Flipped Classrooms that effectively deliver behavioural capability for employees to fix their skill gaps and perform.
- **iMentor Skill Gymnasium** - Helps organizations & individuals diagnose specific performance gaps, democratize learning, and ensure learning happens at individual pace and ownership.
- **iMentor Behaviour Mirrors** - Psychological Assessments with lucid reports, video & live support for navigation & action planning. Individual coaching for further growth.
- **ULead Leadership Dojo** - Leadership Development journeys at every level that enable immersive learning experiences & habit formation. Develops Leadership Intelligence & Talent Pipeline.
- **myDhroNa** - Leadership Coaching for Senior Executives & Entrepreneurs. A unique blend of behavior frameworks, psychological assessments and one on one coaching.
- **OrgMentor** - Organization Development interventions in the areas of Culture, Talent Alignment, Team Bonding, and Recruitment.

Mentor uses a variety of measurements & processes to bring a strongly quantitative approach to all interventions that help diagnose & treat the underlying problem effectively. Results are measurable!

Training is not Prayer, Learning can be Engineered! Give us your People, we'll transform your business.

For any queries or learning needs, you may Contact us
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