



Productivity VS Effectiveness

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Productivity

Productivity refers to the amount of work you can get done in a certain amount of time.

Domains

- Work
- Education
- Relationships
- Health

**We can't talk about Effectiveness
without talking about...**

Mindfulness

Mindfulness and Effectiveness

Mindfulness has to do with the quality of awareness or the quality of presence that a person brings to everyday living. It's a way of living awake, with eyes wide open. As a set of skills, mindfulness practice is the intentional process of observing, describing, and participating in reality nonjudgmentally, in the moment, and with effectiveness.

(Linehan, 2015)

States of Mind

- A person is in reasonable mind when he or she is approaching knowledge intellectually; is thinking rationally and logically; attends only to empirical facts; and ignores emotion, empathy, love, or hate in favor of being planful, practical, and “cool” in approaching problems. Decisions and actions are controlled by logic.
- The person is in emotion mind when thinking and behavior are controlled primarily by current emotional states. In emotion mind, cognitions are “hot”; reasonable, logical thinking is difficult; facts are amplified or distorted to be congruent with current affect; and the energy of behavior is also congruent with the current emotional state.
- Wise mind is the synthesis of emotion mind and reasonable mind; it also goes beyond them: Wise mind adds intuitive knowing to emotional experiencing and logical analysis.

video

- https://www.youtube.com/watch?v=X_BmPxd0Eiw

What is being effective?

Being effective, is directed at reducing the people' tendency to be more concerned with being "right" than with what is actually needed or called for in a particular situation. Acting effectively is doing what works to achieve our goals. The goal here is to focus on doing what works, rather than what is "right" versus "wrong" or "fair" versus "unfair."

Why Act Effectively?

Without the skill to use effective means, it is difficult to reach our goals, reduce suffering, or increase happiness. Being right or proving a point may feel good for the moment, but in the long term, getting what we want in life is more satisfying.

Example: “Yelling at the reservation clerk who says you do not have a reservation for a hotel room (when you know you called and made one) may make you feel good in the moment, but actually getting a hotel room (which may require skillful means) would be likely to make you feel even better.”

How to Do It? (1/2)

1. Know the Goal or Objective

Doing what works (what is effective) requires, first, knowing what our goal or objective in a particular situation is.

2. Know and React to the Actual Situation

Being effective requires knowing and reacting to the actual situation, not to what we think the situation *should* be.

3. Know What Will and Won't Work to Achieve Goals

Effectiveness requires knowing what will and what won't work to achieve our goals. Much of the time, we know what is and is not effective if we are calm and can think about our options. At other times, however, being effective means asking for help or asking for instructions in what to do. To be more effective, some participants may need to improve their problem-solving skills

How to Do It? (2/2)

4. *“Play by the Rules” When Necessary*

Effectiveness also involves “playing by the rules” when this is needed to achieve a goal. Playing by the rules is most important in situations where we are in a low-power position and what we want is important.

5. *Be Savvy about People*

Effectiveness often means being “political” or savvy about people. It is taking people where they are (rather than where they “should” be) and going from there. Different people are like different cultures. What works in one culture may not work in another. Focusing on what’s “right” instead of what works is like trying to impose our own culture on another country when visiting.

6. *Sacrifice a Principle to Achieve a Goal When Necessary*

Effectiveness sometimes requires sacrificing principles to achieve a goal. In extreme situations (e.g., a concentration camp, where not playing by the rules would mean death), most people are willing to sacrifice their principles even if the rules are not fair. In real life, this is sometimes very hard. It can be especially hard just when it is needed most, with people in authority positions.

Ideas for Practicing Effectiveness

1. Observe when you begin to get angry or hostile with someone. Ask yourself, “Is this effective?”
2. Observe yourself when you start wanting to be “right” instead of effective. Give up being “right” and switch to trying to be effective.
3. Notice willfulness in yourself. Ask yourself, “Is this effective?”
4. Drop willfulness, and practice acting effectively instead. Notice the difference.
5. When feeling angry or hostile or like you're about to do something ineffective, practice willing hands.

Willingness is readiness to enter and participate fully in life and living.

Find a willing response to each situation.

Willingness is doing just what is needed :

- In each situation.
- Wholeheartedly, without dragging your feet.

Willingness is listening very carefully to your Wise Mind , and then acting from your Wise Mind .

Willingness is acting with awareness that you are connected to the universe (to the stars, people you like and don't like, the floor, etc.)

Replace willfulness with willingness.

- Willfulness is **refusing to tolerate** the moment.
- Willfulness is refusing to make changes that are needed.
- Willfulness is **giving up**.
- Willfulness is the **opposite of “doing what works.”**
- Willfulness is trying to **fix every situation**.
- Willfulness is insisting on **being in control**.
- Willfulness is **attachment to “me, me, me”** and “what I want right now!”

Willingness, Step by Step

1. **Observe** the willfulness. Label it. Experience it.
2. **Radically accept** that at this moment you feel (and may be acting) willful. You cannot fight willfulness with willfulness.
3. **Turn your mind** toward acceptance and willingness.
4. **Try half-smiling** and a **willing posture**.

References

- Linehan, M.M. (2015). *DBT® Skills Training Manual (2nd ed.)*. New York: Guilford Press.
- Linehan, M.M. (2015). *DBT® Skills Training Handouts & Worksheets (2nd ed.)*. New York: Guilford Press.

Thank you