An Efficiency Checkup for You

Cooperative Extension South Dakota State University

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an efficiency checkup for you

Efficient

Inefficient

Average performance

Cooperative Extension Service
South Dakota State University
United States Department of Agriculture

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture, John T. Stone, Dean of Extension, South Dakota State University, Brookings.
EFFICIENCY relates to what you want to accomplish. The accomplishments you want to make (your GOALS) can probably be classified within these "Life Roles." Check (✓) as many as are of concern to you: __ homemaker, __ citizen, __ employed worker, __ user of leisure time.

EFFICIENCY means different things to different people. Read through this list of meanings as stated by some other people. Check (✓) each one which has a clear meaning with which you agree:

- production without waste
- making the best use of what you have to get what you want
- producing results
- achieving maximum results with minimum effort or resources
- simplifying work
- being a good worker or good manager
- effective operation as measured by comparison of production costs
- systematic methods of making work quicker or easier

In SETTING GOALS:
- do you know what you want to accomplish?
- do you have specific, tentative, and general goals?
- are you realistic about what you should expect to accomplish today, tomorrow, next week, and next year?
- are you constantly setting goals and revising them?
- are your goals set high enough?

In RECOGNIZING RESOURCES:
- do you consider your personal qualifications to be as important as your money, time, or equipment.

In ORGANIZING RESOURCES:
- do you have a plan for reaching goals?
- which uses most of your resources?
- do you consider which resources should be used to achieve goals?

In USING RESOURCES:
- do you question your attitude and your methods?
- do you attempt to eliminate the unnecessary?
- do you concentrate on developing skills through practicing good methods?

What is your level of efficiency?
You can rank each of the factors of the Springboard for Efficiency on the nine point scale shown below. A check (●) in the center of the scale, for example, indicates average performance. A check at the left end indicates that you are highly efficient. This scale allows three levels of efficiency between these two extremes, as well as between average performance and inefficiency.

Using the nine point scale, rank your general level of efficiency in

Setting Goals--

Recognizing Resources--

Organizing Resources--

Using Resources--

A questioning attitude will help you improve your level of efficiency. Find answers to WHY, WHO, WHEN, WHAT, WHERE, and HOW as you set goals, recognize, organize, and use resources.

As you make decisions about your Springboard for Efficiency, answer these questions: What is efficiency? How efficient do you need to be? Who determines your level of efficiency? What determines your level of efficiency? Why should you be concerned with efficiency -- or Why not? Where can you make the most significant improvements in efficiency? When will you start?
A YOUNG HOMEMAKER'S CREED

I am a young homemaker with the most important career—which is loving and caring for my family, and keeping them well and happy.

I find that life's satisfactions are greater than life's annoyances. I will look for the humorous side of unpleasant incidents.

I will think of my ideal—what I would like to be—and subtract from this what I think I am. I will remember that no one possesses only admirable virtues.

I will try to be the kind of person I want to be. I will learn to substitute pleasant thoughts for unpleasant ones.

I will remember that my personal appearance, as well as rest, sleep, and nourishing meals, are important to my family and to me.

I will try to keep in mind the things that I can do well and not be discouraged by others.

I will remember that there are many things that I can do but I must choose the things that are most important to my family and to me now and for the future.

I will strive to do my best and remember that well meaning friends cannot live my life for me. I will remember the things that are important to them may not be my goals. My abilities, interests, skills, family, and home are different.

I will plan and organize my work, trying to allow enough time for unexpected interruptions.

I will ask myself continually “Why am I doing this job?” “Can I omit any part of it?” If so, “Will I be satisfied with the results?”

I will try to finish each big job before I start a new one.

I will tackle the big jobs, one step at a time. I will avoid falling in the habit of worrying, instead I will look for new ways to do the jobs that bother me.

I will remember I can learn through everyday experiences, studying, and visiting with friends and neighbors.

I can fulfill the requirements of my career if I take time for thought and meditation; and put my trust in my GOD.

—Indiana Extension Service

Note: YOUNG HOMEMAKER, as used in the creed, denotes any individual of any age who perceives the need for change and improvement in her life roles.

Underscoring denotes aspects of the creed which are pertinent to efficiency.

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