

# Effectiveness versus Efficiency

## Which Describes YOU Best?

*The leader must discover the “ Doing things rights is not as important as doing the right things.” A comparison between the Effective leader and an Efficient one .*

<b>Effectiveness</b>	<b>Efficiency</b>
Focuses on the desired result	Focuses on doing one’s work in the correct manner
Seeks successes	Seeks to avoid failure
End of task most important	Means or resource to do a task most important
Oriented toward strategy and setting and keeping priorities	Oriented toward keeping the present system going
Uses a job description to define the work to be done and to set goals based on priorities	Performs each of the stated duties of a job description in the correct manner.
Attempts to find new ways to perform the task better	Concerned with keeping the status quo (things the way they are)
Anticipates change	Reacts to change
Flexible when change required	Inflexible – determined to carry out plans regardless of change.
Motivated toward growth	Comfortable with keeping things as they are.
Constantly giving critical evaluation of a task	Prone to keeping record of what is going on.