
PM WORLD BOOK REVIEW



Book Title: ***Personal Effectiveness in Project Management: Tools, Tips & Strategies to improve your decision-making, motivation, confidence, risk-taking, achievement and sustainability***

Author: **Zachary Wong, PhD**

Publisher: Project Management Institute (PMI®)

List Price: US\$34.95 Format: soft cover; 207 pages

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Reviewer: **Rodger L. Martin, PMP, JD, MBA, BSEE**

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Introduction to the Book

The author asserts that successful project management requires a well-organized, well-structured, disciplined approach in completing tasks. PMI has excellent, well-proven concepts, tools and techniques, but Project Managers desire more skill in behavioral tools, techniques and strategies for managing people and motivating higher performance. Longest title I have seen. The bottom line is that it takes hard work to master soft skills.

The premise of the book is that there are four major functional areas in personal effectiveness:

- Decision-making
- Motivation
- Achievement, and
- Sustainability

The book is designed to help the individual project manager measure, assess and diagnose how well the project manager functions in those four areas.

Overview of Book's Structure

Human factors shape an individual's thinking, behaviors, motivation, influence, self-confidence, risk-taking, achievement, personal goals, work-life balance and self-esteem. The major framework of human skills in the personal-effectiveness cycle are discussed in the four modules of the book:

- Decision-Making
 - Diversity-What makes you unique and successful?
 - Values-How do you find your true beliefs?
- Motivation
 - Space-What work environment brings out your best work?
 - Set Point-How do you manage your motivational state?
- Achievement
 - Fear-What are you worried about?
 - Inclusion-How to stay in the game and win.
- Sustainability
 - Passion-What do you love to do?
 - Goals-How to make promises and keep them.

Highlights: What's New in this Book

The focus of the book is not about how a person interacts with others. It is a guide book about how you assess yourself to achieve greater personal effectiveness. In part, it is “How-to” book for assessing a person’s own soft skills. After discussing each of the human factors above, each module offers recommendations for action:

- Decision-Making
 - How to make great decisions
- Motivation
 - How to increase motivation and self-confidence
- Achievement
 - How to “turn the corner” for achievement
- Sustainability
 - How to achieve self-sustainability

It concludes with suggestions, strategies, tools and techniques on fulfilling your personal effectiveness cycle and staying on the right path.

Highlights: What I liked!

Plenty of food for thought sprinkled throughout the book. Easy to read and understand. The author defines the terms and then gives extensive actionable guidance to achieve better human factors growth in each module.

The premise is that only by knowing yourself can you achieve greater personal effectiveness in your interactions with others.

As the author is highly acclaimed instructor in personal effectiveness, human factors and team dynamics at UC Berkeley, he has the credentials to know what he is talking

about. This is not theoretical. It is practical, actionable advice, chock full of tools, techniques and strategies.

Shortfalls: What was Missing!

No shortfalls. I would rename this section of the review to **What's Next**. This is my opportunity to plant some seeds for a follow-on book.

The book does not assess nor identify techniques to deal with the shortfalls in others. It could be said that when a person is familiar with their own limitations, they might be able to better guide/point/direct fellow workers in the “right” direction for their personal growth and effectiveness.

How to get others to recognize their limitations is the subject for another book. It has been my experience that most folks don't want to be told how to do it better. But the author is correct in that “you can't effectively introduce soft-skill changes in others, if you don't know your own limitations.” I hope that Dr. Wong is working on a companion book to give us his insights into dealing with the team members.

Who might benefit from the Book

All Project Stakeholders, whether they are the project manager, business analyst, developer, tester, or any other stakeholder in a project will benefit from having more soft-skills guidance.

Conclusion

Good solid framework on why the eight human factors are necessary to success. Suggested assessment tools and techniques are provided along with guidance and strategies for putting each human factor area into action.

For more about this book, go to

<http://marketplace.pmi.org/Pages/ProductDetail.aspx?GMProduct=00101471801>

Editor's note: This book review was the result of cooperation between the publisher, PM World and the Dallas Chapter of the Project Management Institute (PMI Dallas Chapter – www.pmidallas.org). Publishers provide the books to PM World; books are delivered to the PMI Dallas Chapter, where they are offered free to PMI members to review; book reviews are published in the PM World Journal and PM World Library. PMI Dallas Chapter members are generally mid-career professionals, the audience for most project management books. If you are an author or publisher of a project management-related book, and would like the book reviewed through this program, please contact editor@pmworldjournal.net.

About the Reviewer



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Rodger Martin has a broad background in business, law, engineering and Project Management. He is a retired US Air Force officer with expertise in rockets and National Ranges. His work experiences include government, military, public corporations, small business consulting and high-tech non-profit organizations. For the last 12 years, he has worked on Document Management, Knowledge Management and Process Management/Modeling projects for commercial companies. He acquired his PMP certification in 2007. He is also a certified Mediator.