

# Reinforcing Traits of Efficiency, Honesty and Truthfulness: Essential in leading to Up-gradation of Personality Traits

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**Abstract:** From the stage of early childhood, throughout the lives of the individuals, they are required to reinforce the traits of efficiency, honesty and truthfulness. The family members and educators in schools impart information in terms of meaning and significance of these traits. These traits are regarded to be of utmost significance in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of other individuals, including family and community members. Furthermore, individuals are able to contribute efficiently in leading to up-gradation of their overall personality traits. One of the important aspects that needs to be taken into account is, these traits are facilitating in acquiring appreciation and reverence from others. The individuals are required to ensure, they are putting emphasis on leading to up-gradation of these traits throughout their lives. The individuals are required to make sure, they are acknowledging and implementing these traits in their personal and professional lives. These traits are facilitating in emerging into moral and ethical human beings and productive citizens of the country. Hence, in order to lead to progression, it is of utmost significance to be well-equipped in terms of these traits. Therefore, it is well-understood, reinforcing traits of efficiency, honesty and truthfulness is essential in leading to up-gradation of personality traits. The main concepts that are taken into account in this research paper are, understanding the significance of traits of efficiency, honesty and truthfulness, measures to be implemented in reinforcing the traits of efficiency, honesty and truthfulness and advantages of reinforcing the traits of efficiency, honesty and truthfulness.

**Keywords:** Efficiency, Honesty, Job Duties, Methodologies, Personality Traits, Reinforcing, Truthfulness, Up-gradation

## I. INTRODUCTION

The individuals are different from each other in terms of number of factors, i.e. castes, creeds, races, religions, ethnicities, age groups, genders, educational qualifications, occupations, cultures, communities and socio-economic backgrounds. In spite of these differences, they have one of the major goals of bringing about improvements in one's overall quality of lives. In order to achieve this goal, one needs to reinforce the traits of efficiency, honesty and truthfulness (Eppel, 2020).

The individuals need to understand that they cannot live their lives alone. Furthermore, they are required to form cordial and amiable terms and relationships with other individuals, within and outside the homes, hence, these traits are facilitating in doing well in one's job duties and generating desired outcomes. The individuals carry out some job duties on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with others, hence, it is of utmost significance to reinforce cordiality and amiability in terms and relationships. Therefore, reinforcing the traits of efficiency, honesty and truthfulness is essential in strengthening pleasantness in terms and relationships with others. It is apparently understood that individuals are required to carry out number of job duties and responsibilities in their personal and professional lives. These are complicated as well as manageable, these are put into operation on one's own or through working in co-ordination with others and these are implemented in less amount of time or can be more time-consuming. Hence, it is necessary for individuals to not only augment information in terms of methodologies and procedures, but also in terms of traits of efficiency, honesty and truthfulness. Furthermore, one will be able to do well in one's job duties and responsibilities. In addition, different types of methodologies and procedures are to be put into operation in a well-organized and satisfactory manner. One of the important aspects that needs to be taken into account is, all types of setbacks will be prevented from giving rise to barriers within the course of putting into operation different types of job duties and responsibilities. Therefore, it is well-understood, traits of efficiency, honesty and truthfulness are facilitating in implementing job duties and methodologies in a well-organized manner.

### A. Understanding the Significance of Traits of Efficiency, Honesty and Truthfulness

The individuals, belonging to all occupations, communities and socio-economic backgrounds need to be well-informed in terms of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in a well-organized and disciplined manner. These are complicated as well as manageable, these are put into operation on an individual basis or in groups of two or more and these are implemented briefly or can be more time-consuming. The individuals need to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. This will be facilitating in leading to up-gradation of confidence levels.

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In addition, one will be able to overcome the feelings of apprehensiveness and vulnerability. This is facilitating in doing well in one's job duties, achieving desired goals and meeting the expectations of other individuals. Furthermore, the traits of efficiency, honesty and truthfulness are regarded as the key in putting into operation different types of methodologies and procedures in a satisfactory manner. As a consequence, one will render an important contribution in generating desired outcomes. Therefore, individuals will be able to acquire an efficient understanding of the significance of traits of efficiency, honesty and truthfulness, when they are implementing different types of methodologies and procedures.

Promoting enhancement of career prospects is regarded as one of the major goals of individuals, belonging to all communities, categories and socio-economic backgrounds. In order to achieve this goal, it is necessary for individuals to be well-prepared. They need to get enrolled in educational institutions of all levels and acquire good-quality education. Furthermore, it is necessary for individuals to get engaged in employment opportunities, which is suitable to them. The different fields that they select are, education, architecture, literature, science, technology, medical, health care, engineering, business, administration, management, law, journalism and so forth. The individuals need to ensure, the fields that they are selecting are favourable and suitable to them.

In all fields, one needs to not only be well-informed in terms of job duties and methodologies, but also inculcate the traits of efficiency, honesty and truthfulness. These traits are facilitating in carrying out all types of tasks and activities in a well-organized and regimented manner. As a consequence, within all types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, one will be able to promote enhancement of their career prospects. Therefore, one is able to acquire an understanding of the significance of traits of efficiency, honesty and truthfulness, when these are facilitating in promoting enhancement of career prospects.

Loneliness is regarded as one of the chronic and distressful conditions. It has unfavourable effects on the overall health conditions of the individuals, both physically and psychologically. Hence, from the stage of early childhood, throughout the lives of the individuals, they need to be well-equipped in terms of different measures, which are facilitating in alleviating loneliness. The individuals are required to be well-equipped in terms of the factor that they need to form an effective social circle. The social circle of the individuals comprises of family members, relatives, friends, neighbours, educators, supervisors, employers, classmates, colleagues and service providers.

In order to form an effective social circle, one needs to acknowledge the meaning and significance of traits of efficiency, honesty and truthfulness. These are the traits, which are facilitating in reinforcing contacts with individuals. Furthermore, individuals are required to make sure, they are reinforcing these traits, when they are implementing tasks or are dealing with others. As a consequence, one will be able to acquire appreciation and reverence. Within homes, educational institutions of all levels and in various types of employment settings, these

traits are facilitating in doing well in one's job duties and establishing linkages. Therefore, an understanding of the significance of traits of efficiency, honesty and truthfulness is acquired, when these traits are facilitating in forming an effective social circle.

### **B. Measures to be implemented in Reinforcing the Traits of Efficiency, Honesty and Truthfulness**

Throughout the lives of the individuals, they need to be well-informed in terms of the factor that implementing traits of efficiency, honesty and truthfulness is facilitating in leading to progression. During the childhood stage, the parents impart information among individuals in terms of meaning and significance of these traits (Five Guiding Principles of a Successful Center of Excellence, n.d.). Furthermore, when they get enrolled in schools, educators are also rendering an important contribution in imparting information in terms of these traits. Hence, it is necessary for individuals in leading to up-gradation of listening skills. These are facilitating in acquiring an efficient understanding of the concepts. Furthermore, one needs to be well-equipped in terms of measures to be implemented in reinforcing the traits of efficiency, honesty and truthfulness. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of measures. These are stated as follows:

### **C. Implementing Effective Communication Processes**

The individuals are required to implement effective communication processes with family and community members. These are facilitating in augmenting information in terms of different types of subjects and concepts; exchanging different types of ideas and viewpoints; obtaining answers to all types of questions that are overwhelming and clarifying doubts in terms of different subjects and concepts. Furthermore, it is necessary to be well-equipped in terms of communication ethics, i.e. making use of polite language and decent words; treating each other with respect and courtesy; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. The communication processes takes place in a verbal and written form. Verbal communication takes place face to face or over the phone, whereas, written communication takes place through exchanging messages and emails. Hence, it is well-understood, implementing effective communication processes with family and community members is facilitating in reinforcing the traits of efficiency, honesty and truthfulness. Therefore, implementing effective communication processes is regarded as one of the indispensable measures to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### **D. Generating Awareness in Terms of Various Factors**

The individuals, belonging to all occupations need to augment information regarding various factors in order to lead to progression. Hence, in order to achieve desired goals and objectives, it is necessary for individuals to be well-prepared. In addition, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness.



As a consequence of inculcating the traits of efficiency, honesty and truthfulness, one will be able to render an important contribution in achievement of desired goals and objectives. Furthermore, generating awareness is facilitating in carrying out all types of job duties and responsibilities in a well-organized and regimented manner. As a consequence, within all types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, one will be able to do well in all types of tasks and activities. In this manner, traits of efficiency, honesty and truthfulness get reinforced. Therefore, generating awareness in terms of various factors is one of the significant measures to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

## II. MAKING WISE AND PRODUCTIVE DECISIONS

The decision-making is regarded as an integral part of the lives of the individuals. They are required to make wise and productive decisions in terms of different areas, i.e. education, employment opportunities, careers, settlement, property, assets and so forth. One of the important aspects that needs to be taken into account is, decisions made need to be favourable to individuals as well as their family and community members. In this manner, one is putting emphasis on conducting analysis of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and suitable alternative or option. The individuals are rendering an important contribution in reinforcing the traits of efficiency, honesty and truthfulness, when they are putting into operation decision-making processes in an effective manner. One of the important aspects that needs to be taken into account is, these traits are facilitating in promoting well-being and goodwill of family and community members. Therefore, making wise and productive decisions is an expedient measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### A. Honing Analytical and Critical-Thinking Skills

The individuals, belonging to all types of occupations and socio-economic backgrounds are required to put emphasis on leading to up-gradation of analytical and critical-thinking skills. These are efficacious in honing traits of efficiency, honesty and truthfulness. The analytical skills are facilitating in conducting analysis of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and suitable alternative or option. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. These skills are facilitating in making wise and productive decisions in terms of various areas. The individuals are rendering an important contribution in reinforcing the traits of efficiency, honesty and truthfulness, when they are putting into operation these skills within and outside the homes. The up-gradation of analytical and critical-thinking skills are facilitating in doing well in one's job duties and generating desired outcomes. Therefore, honing analytical and critical-thinking skills is a noteworthy measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### B. Depicting the Traits of Helpfulness and Co-operation

It is apparently understood that individuals experience various types of dilemmas and challenging situations in their personal and professional lives (Ethics vs. Morals, n.d.). The different factors in terms of which these are experienced are, job duties, responsibilities, methodologies, procedures, approaches, techniques, work pressure, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The problems can be solved on one's own or through obtaining help from family and community members. Hence, it is of utmost significance to depict the traits of helpfulness and co-operation. Through reinforcing the traits of efficiency, honesty and truthfulness, one is able to contribute efficiently in developing mutual understanding with family and community members. In this manner, individuals will render an important contribution in strengthening pleasantness in terms and relationships with each other. Hence, throughout one's lives, one needs to be helpful and co-operative towards others. Therefore, depicting the traits of helpfulness and co-operation is a productive measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### C. Possessing an Approachable Nature and an Amiable Attitude

Throughout the lives of the individuals, they need to possess an approachable nature and an amiable attitude. The honing of traits of approachability and amiability will be facilitating to the individuals in inculcating the traits of efficiency, honesty and truthfulness. In this manner, one will put into operation communication processes with other individuals in an effective manner. The different types of setbacks can be overcome on one's own or through obtaining help from family and community members. Hence, it is of utmost significance to depict the traits of helpfulness and co-operation. Through reinforcing the traits of efficiency, honesty and truthfulness, one is able to contribute efficiently in developing mutual understanding with family and community members. In this manner, individuals will render an important contribution in strengthening pleasantness in terms and relationships with each other. Hence, it is necessary to reinforce the traits of approachability and amiability. Therefore, possessing an approachable nature and an amiable attitude is a prolific measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### D. Forming Positive Viewpoints Regarding all Individuals

Within the lives of the individuals in both personal and professional spheres, they are required to communicate and deal with number of individuals, including family and community members. The individuals are required to ensure, they form positive viewpoints regarding all individuals.



The reinforcement of positivity opens room for individuals to inculcate the traits of efficiency, honesty and truthfulness. As a consequence one will be able to put into operation effective communication processes with others; depict the traits of helpfulness and co-operation; possess an approachable nature and an amiable attitude; not possess any types of negative feelings in terms of other individuals and work diligently in promoting well-being and goodwill of others. Hence, it is well-understood, forming positive viewpoints in terms of all individuals will be facilitating to individuals on a comprehensive basis. In this manner, one will be able to contribute efficiently in implementing essential factors that would be facilitating in developing mutual understanding with family and community members. Therefore, forming positive viewpoints regarding all individuals is a favourable measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

### III. REINFORCING A CONSTRUCTIVE APPROACH

Reinforcing a constructive approach is regarded to be of utmost significance in reinforcing the traits of efficiency, honesty and truthfulness. One of the important aspects that needs to be taken into account is, this is facilitating in promoting clarity of mind-sets. As a consequence one will be able to acknowledge certain factors, i.e. putting into operation effective communication processes with other individuals; depicting the traits of helpfulness and co-operation; possessing an approachable nature and an amiable attitude; not possessing any types of negative feelings in terms of other individuals and working diligently in promoting well-being and goodwill of other individuals. Hence, it is well-understood, forming positive viewpoints in terms of all individuals will be facilitating to individuals on a comprehensive basis. In this manner, one will be able to contribute efficiently in emerging into moral and ethical human beings and productive citizens of the country. In this manner, one recognizes the meaning and significance of constructive approach on a comprehensive basis. Therefore, reinforcing a constructive approach is a positive measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

#### A. Implementing Time-Management Skills

The individuals are required to be well-equipped in terms of time-management skills. These are the skills that are facilitating in taking out sufficient amount of time for all tasks and activities. The time-management skills are facilitating in assigning priorities to the tasks. The one's which are more important are carried out first, whereas, the ones, which are less important are put into operation after the completion of more important ones. Procrastination is avoided. The honing of time-management skills is facilitating to the individuals in leading to up-gradation of traits of efficiency, honesty and truthfulness. Through acknowledging the meaning and significance of these skills, one will be able to take out time for all job duties within and outside the homes. In this manner, they are putting in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. Furthermore, traits of efficiency, honesty and truthfulness are augmented in order to do well in one's job duties and meet the expectations of

others. Therefore, implementing time-management skills is a suitable measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

#### B. Leading to Up-gradation of Overall Personality Traits

Acknowledging and implementing all the factors that are necessary in leading to up-gradation of overall personality traits is facilitating in reinforcing the traits of efficiency, honesty and truthfulness. The different factors that needs to be taken into account is, diet and nutrition; exercises and physical activities; managing body weight in an effective manner; yoga and meditation; treating different types of health problems and illnesses; being well-informed in terms of job duties and responsibilities; being well-equipped in terms of methodologies and procedures; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; forming an effective social circle, comprising of family and community members and bringing about improvements in one's overall quality of lives (Examples of Positive Personality Traits, n.d.). As a consequence, one will render an important contribution in reinforcing the traits of efficiency, honesty and truthfulness. In other words, when personality traits will be honed, one will contribute in augmenting traits of efficiency, honesty and truthfulness. Therefore, leading to up-gradation of overall personality traits is a useful measure to be implemented in reinforcing the traits of efficiency, honesty and truthfulness.

#### C. Advantages of Reinforcing the Traits of Efficiency, Honesty and Truthfulness

From the stage of early childhood, throughout the lives of the individuals, they are required to acknowledge the meaning and significance of traits of efficiency, honesty and truthfulness. Within homes, educational institutions of all levels and in different types of employment settings, within the course of putting into operation different types of job duties and responsibilities, one needs to acknowledge the meaning and significance of these traits (4 Keys to Strengthen Your Ability, 2020). Furthermore, one needs to put in their best efforts in strengthening these traits within and outside the homes. As a consequence, one will be able to achieve desired goals and objectives and bring about improvements in one's overall quality of lives.

The individuals work diligently in acknowledging the meaning and significance of these traits. In other words, they work hard to put into practice these traits within personal and professional lives. Furthermore, one will be able to acknowledge the advantages of reinforcing the traits of efficiency, honesty and truthfulness, i.e. implementation of job duties and responsibilities; putting into operation methodologies and procedures; promoting enhancement of one's career prospects; forming an effective social circle; meeting the expectations of other individuals and carrying out all types of tasks and activities in a well-organized manner. These are stated as follows:



#### D. Implementation of Job Duties and Responsibilities

The individuals, belonging to all professions and communities are required to carry out number of job duties and responsibilities in their personal and professional lives. These are complicated as well as manageable, these are put into operation on one's own or through working in co-ordination with others and these are implemented in less amount of time or can be more time-consuming. Hence, it is necessary for individuals to not only augment information in terms of methodologies and procedures, but also in terms of traits of efficiency, honesty and truthfulness. Furthermore, one will be able to do well in one's job duties and responsibilities. In addition, different types of methodologies and procedures are to be put into operation in a well-organized and satisfactory manner.

One of the important aspects that needs to be taken into account is, all types of dilemmas and challenging situations will be prevented from giving rise to barriers within the course of putting into operation different types of job duties and responsibilities. Hence, it is well-understood, traits of efficiency, honesty and truthfulness are facilitating in putting into practice different types of job duties and methodologies in a well-organized manner. Therefore, implementation of job duties and responsibilities is regarded as one of the indispensable advantages of reinforcing the traits of efficiency, honesty and truthfulness.

#### E. Putting into Operation Methodologies and Procedures

The individuals, belonging to all occupations, communities and socio-economic backgrounds need to be well-informed in terms of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in an effective and disciplined manner. These are complicated as well as manageable, these are put into operation on an individual basis or in groups of two or more and these are implemented briefly or can be more time-consuming. The individuals need to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. It is necessary for individuals to promote enhancement of motivation and concentration levels.

This will be facilitating in leading to up-gradation of confidence levels. In addition, one will be able to overcome the feelings of apprehensiveness and vulnerability. This is facilitating in doing well in one's job duties, achieving desired goals and meeting the expectations of other individuals. Furthermore, the traits of efficiency, honesty and truthfulness are regarded as the key in putting into operation different types of methodologies and procedures in an effective and satisfactory manner. As a consequence, one will render an important contribution in generating desired outcomes. Therefore, putting into operation methodologies and procedures is one of the significant advantages of reinforcing the traits of efficiency, honesty and truthfulness.

#### F. Promoting Enhancement of one's Career Prospects

Promoting enhancement of career prospects is regarded as one of the major goals of individuals, belonging to all communities, categories and socio-economic backgrounds.

In order to achieve this goal, it is necessary for individuals to be well-prepared. In addition, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness. They need to get enrolled in educational institutions of all levels and acquire good-quality education. Furthermore, it is necessary for individuals to get engaged in employment opportunities, which are suitable to them. The different fields that they select are, education, architecture, literature, science, technology, medical, health care, engineering, business, administration, management, law, journalism and so forth. The individuals need to ensure, the fields that they are selecting are encouraging and suitable to them.

In all fields, one needs to not only be well-informed in terms of job duties and methodologies, but also inculcate the traits of efficiency, honesty and truthfulness. These traits are facilitating in carrying out all types of job duties and responsibilities in a well-organized and regimented manner. As a consequence, within all types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, one will be able to promote enhancement of their career prospects. Therefore, promoting enhancement of one's career prospects is an expedient advantage of reinforcing the traits of efficiency, honesty and truthfulness.

#### IV. FORMING AN EFFECTIVE SOCIAL CIRCLE

From the stage of early childhood, throughout the lives of the individuals, they need to be well-equipped in terms of different measures, which are facilitating in reinforcing contacts. In other words, meaning and significance of social circle needs to be acquired by individuals throughout their lives. The individuals are required to be well-equipped in terms of the factor that they need to form an effective social circle. The social circle of the individuals comprises of family members, relatives, friends, neighbours, educators, supervisors, employers, classmates, colleagues and service providers.

In order to form an effective social circle, one needs to acknowledge the meaning and significance of traits of efficiency, honesty and truthfulness. These are the traits, which are facilitating in reinforcing contacts with individuals. Furthermore, individuals are required to make sure, they are reinforcing these traits, when they are implementing tasks or are dealing with others. As a consequence, one will be able to acquire appreciation and reverence. Within homes, educational institutions of all levels and in various types of employment settings, these traits are facilitating in doing well in one's job duties and establishing linkages. Therefore, forming an effective social circle is an eminent advantage of reinforcing the traits of efficiency, honesty and truthfulness.

#### A. Meeting the Expectations of other Individuals

The individuals within personal and professional lives are required to put into operation different types of job duties and responsibilities in accordance to the expectations of others, including family members, educators, supervisors and employers.



Furthermore, when individuals are acknowledging the traits of efficiency, honesty and truthfulness, they will be able to carry out their tasks and activities in a well-organized and satisfactory manner. Furthermore, they will be able to achieve desired goals and objectives and meet the expectations of others. Hence, it is understood on a comprehensive basis that these traits are facilitating in leading to progression.

Within homes, educational institutions of all levels and in various types of employment settings, these traits are facilitating in doing well in one's job duties. In this manner, one will be able to carry out various types of tasks and activities in accordance to the expectations of other individuals. One of the important aspects that needs to be taken into account is, these traits are facilitating in coping with different types of dilemmas and challenging situations. In addition, one will be able to render an important contribution in promoting well-being and goodwill of family and community members. Therefore, meeting the expectations of other individuals is a notable advantage of reinforcing the traits of efficiency, honesty and truthfulness.

### B. Carrying out all Types of Tasks and Activities in a Well-organized Manner

Carrying out all types of tasks and activities in a well-organized manner is regarded as one of the major goals of individuals, belonging to all occupations, communities, categories and socio-economic backgrounds. Hence, in order to achieve this goal, it is necessary for individuals to be well-prepared. In addition, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness. As a consequence of inculcating the traits of efficiency, honesty and truthfulness, one will be able to render an important contribution in achievement of desired goals and objectives. Furthermore, these traits are facilitating in carrying out all types of job duties and responsibilities in a well-organized and regimented manner.

Furthermore, one will also render an important contribution in leading to up-gradation of enthusiasm and interest levels. As a consequence, within all types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, one will be able to do well in all types of tasks and activities. Furthermore, one will contribute efficiently in forming cordial and amiable terms and relationships with family and community members. Therefore, carrying out all types of tasks and activities in a well-organized manner is a prominent advantage of reinforcing the traits of efficiency, honesty and truthfulness.

## V. CONCLUSION

Traits of efficiency, honesty and truthfulness are essential in leading to progression. Measures to be implemented in reinforcing the traits of efficiency, honesty and truthfulness are, implementing effective communication processes, generating awareness in terms of various factors, making wise and productive decisions, honing analytical and critical-thinking skills, depicting the traits of helpfulness and co-operation, possessing an approachable nature and an amiable attitude, forming positive viewpoints regarding all individuals, reinforcing a constructive approach,

implementing time-management skills and leading to up-gradation of overall personality traits. Advantages of reinforcing the traits of efficiency, honesty and truthfulness are, implementation of job duties and responsibilities; putting into operation methodologies and procedures; promoting enhancement of one's career prospects; forming an effective social circle; meeting the expectations of other individuals and carrying out all types of tasks and activities in a well-organized manner. Finally, it can be stated, traits of efficiency, honesty and truthfulness are facilitating in promoting enhancement of overall living conditions.

## DECLARATION STATEMENT

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