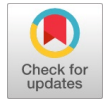


Being Well-Informed Regarding Job Duties and Methodologies is Vital in Leading to Progression

Radhika Kapur



Abstract: *The individuals, belonging to all occupations need to be well-equipped in terms of job duties and methodologies. These are within personal and professional lives. In order to carry these out in a well-organized and satisfactory manner, one needs to be well-prepared. The different types of job duties are regarded as an integral part of the daily life routine. Hence, one needs to ensure, they are well-equipped in terms of ways of carrying these out satisfactorily. In other words, they will have to be well-equipped in terms of different types of methodologies and procedures. Furthermore, one needs to be well-informed in terms of traits of morality, ethics, diligence and conscientiousness. These are required to be put into operation in a well-ordered manner. As a consequence of doing well in one's job duties, one will incur the feelings of pleasure and contentment. In this manner, one will be able to meet the expectations of individuals in leadership positions, i.e. educators, supervisors and employers. Furthermore, one will be able to meet the expectations of family members as well. Therefore, it is well-understood, being well-informed regarding job duties and methodologies is vital in leading to progression. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of job duties and methodologies, areas where job duties and methodologies need to be implemented in an adequate manner and measures to be acknowledged in implementing job duties and methodologies in a well-organized manner.*

Keywords: *Goals, Individuals, Job Duties, Measures, Methodologies, Objectives, Progression, Well-organized Manner*

I. INTRODUCTION

The individuals, belonging to all communities, categories and socio-economic backgrounds have different types of goals and objectives to achieve. One of the important goals is to bring about improvements in one's overall standards of living. In order to achieve this goal, one needs to be well-informed in terms of job duties and methodologies. The individuals are required to be well-equipped in terms of job duties and methodologies to implement these in an adequate manner within personal and professional lives. These are complicated and manageable (Duke, 2009). These are put into operation on one's own or through working in collaboration and integration with other individuals [1]. Furthermore, these are put into operation in less amount of time or can be more time-consuming.

Hence, throughout the lives of the individuals, they are required to be well-informed in terms of different types of job duties and methodologies. Furthermore, one needs to put in efforts to their best abilities in order to overcome all types of setbacks. Therefore, it is well-understood, one needs to be well-informed in terms of methodologies to put into practice all types of job duties in a satisfactory manner. The individuals are required to carry out different types of job duties and responsibilities within and outside the homes. The different types of job duties and responsibilities are an integral part of the lives of the individuals. Hence, it is necessary for individuals to augment their information. The implementation of household responsibilities is regarded as vital. The different types of household responsibilities are, cleaning, washing, preparation of meals, gardening, repair work, electric work, painting, carpentry, plumbing, child development, taking care of needs and requirements of family members and overall management of the household (Grover, & Wahee, 2013). The individuals carry these out on an individual basis or through working in co-ordination with others, including family and community members [2]. Within rural communities, the individuals normally carry out all types of household responsibilities on their own, whereas, in urban communities, one hires domestic helpers and service providers in order to carry out job duties and responsibilities in an efficient manner. Therefore, putting into operation different types of household responsibilities is essential in order to promote enhancement of overall standards of living.

A. Understanding The Meaning and Significance of Job Duties and Methodologies

The individuals, belonging to all communities, categories and socio-economic backgrounds have recognized the meaning and significance of education. Education is the instrument, which not only imparts information in terms of academic subjects and lesson plans, but also in terms of ways that are necessary in emerging into moral and ethical human beings and productive citizens of the country. Within the course of pursuance of educational programs in educational institutions of all levels, one needs to carry out different types of job duties and responsibilities. Some of these include, class assignments, homework assignments, tests, exams, presentations, debates, workshops, group discussions, seminars, competitions and so forth. In order to participate in all these in a successful manner, one needs to be well-informed in terms of different types of methodologies. It is the job duty of educators to impart information regarding these among students. Furthermore, all types of methodologies are required to be put into operation in a moral and ethical manner.

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As a consequence, one will be able to do well in their job duties and generate desired outcomes. Therefore, individuals will acquire an efficient understanding of the meaning and significance of job duties and methodologies, when these are acknowledged in educational institutions of all levels. Getting engaged in employment opportunities is regarded as one of the major goals of all individuals. These are required to be in accordance to the skills and abilities of individuals. Within the course of implementing employment opportunities, one is required to put into practice number of job duties and responsibilities. All the members of the organizations, irrespective of their job positions in the hierarchy are required to put into operation number of job duties and responsibilities. The different types of fields that are selected by the individuals are education, arts, literature, architecture, management, business, administration, engineering, science, technology, medical, health care, law, journalism and so forth. In all the fields, in order to carry out all types of job duties in a satisfactory manner, one will have to be well-informed in terms of different types of methodologies and procedures. The possession of adequate information regarding these will be facilitating in doing well in one's job duties and achieving desired goals and objectives. Hence, one needs to augment information in terms of these. Furthermore, one needs to augment information in terms of traits of morality, ethics, diligence and conscientiousness. These are regarded as the key in order to cope with different types of problems in an adequate manner and carry out all types of job duties satisfactorily. Therefore, an understanding of the meaning and significance of job duties and methodologies is acquired, when these are put into operation within all types of employment settings. With advancements taking place and with the advent of modernization and globalization, one needs to be well-equipped in terms of different types of modern, scientific and innovative methods and materials. The individuals, belonging to all fields and professions are putting into operation these methods and materials. The different types of these methods and materials are utilization of charts, graphs, maps, pictures, images, apparatus, machinery, equipment, tools, and various types of technologies. The individuals are required to understand the concepts in an adequate manner. Furthermore, they need to get engaged in regular practice. Regular practice will be facilitating in acquiring an efficient understanding of all types of methods and materials. As a consequence, all types of job duties and responsibilities will be put into operation in a well-organized and satisfactory manner. In addition, one will augment confidence levels and overcome the feelings of apprehensiveness and vulnerability. Furthermore, one will be able to carry out their job duties and responsibilities in an efficient and agreeable manner. In this manner, one will be able to meet the expectations of individuals in leadership positions. Therefore, one is able to acquire an understanding of the meaning and significance of job duties and methodologies, when one is implementing modern, scientific and innovative methods and materials.

B. Areas Where Job Duties and Methodologies Need to be Implemented in an Adequate Manner

The individuals, belonging to all communities, categories and socio-economic backgrounds have to put into operation

different types of job duties within and outside the homes (Hong, Hamid, & Salleh, 2013). It is apparently understood that they aspire to carry these out in a well-organized and satisfactory manner, hence, it is necessary for individuals to be well-informed in terms of all the essential ways that are approving to carry out all job duties in a well-organized manner [3]. One of the important aspects that needs to be taken into account is, all types of methodologies that are utilized in cases of different job duties needs to be implemented in a moral and ethical manner. Furthermore, when one is putting into operation different types of methodologies, one will have to ensure, these are implemented in a well-organized and disciplined manner. In other words, it needs to be ensured, these are facilitating in generating desired outcomes. Therefore, areas where job duties and methodologies need to be implemented in an adequate manner are, implementation of household responsibilities; pursuing educational programs; implementing job duties within employment settings; utilizing pioneering methods and materials and carrying out other job duties and responsibilities. These are stated as follows:

C. Implementation of Household Responsibilities

The individuals are required to carry out different types of job duties and responsibilities within and outside the homes. The different types of job duties and responsibilities are an integral part of the lives of the individuals. Hence, it is necessary for individuals to augment their information. The implementation of household responsibilities is regarded as vital. The different types of household responsibilities are, cleaning, washing, preparation of meals, gardening, repair work, electric work, painting, carpentry, plumbing, child development, taking care of needs and requirements of family members, promoting health and well-being and focusing on overall management of the household. The individuals carry these out on an individual basis or through working in co-ordination with others, including family members, relatives, domestic helpers and service providers. Within rural communities, the individuals normally carry out all types of household responsibilities on their own, whereas, in urban communities, one hires domestic helpers and service providers in order to carry out job duties and responsibilities in an efficient manner. Hence, putting into operation different types of household responsibilities is vital in order to promote enhancement of overall standards of living. Therefore, implementation of household responsibilities is regarded as one of the indispensable areas where job duties and methodologies need to be implemented in an adequate manner.

II. PURSUING EDUCATIONAL PROGRAMS

Within the course of pursuance of educational programs in educational institutions of all levels, one needs to carry out different types of job duties and responsibilities. Some of these include, class assignments, homework assignments, tests, exams, presentations, debates, workshops, group discussions, seminars, competitions and so forth. These are manageable as well as complicated.



Furthermore, these are put into operation in a well-organized and satisfactory manner. Hence, it is of utmost significance to be well-informed in terms of different types of methodologies to carry these out in an appropriate manner. In order to participate in all these in a successful manner, one needs to be well-informed in terms of different types of methodologies. It is the job duty of educators to impart information regarding these among students. Furthermore, all types of methodologies are required to be put into operation in a moral and ethical manner. The students, belonging to all grade levels need to acquire an efficient understanding of these. As a consequence, one will be able to do well in their job duties and generate desired outcomes. Furthermore, they will meet the expectations of their supervisors and educators. Therefore, pursuing educational programs is one of the significant areas where job duties and methodologies need to be implemented in an adequate manner.

A. Implementing Job Duties Within Employment Settings

Getting engaged in employment opportunities is regarded as one of the major goals of all individuals. These are required to be in accordance to the educational qualifications, competencies and abilities of individuals. Within the course of implementing employment opportunities, one is required to put into practice number of job duties and responsibilities. All the members of the organizations, irrespective of their job positions in the hierarchy are required to put into operation number of job duties and responsibilities. The different types of fields that are selected by the individuals are education, arts, literature, architecture, management, business, administration, engineering, science, technology, medical, health care, law, journalism and so forth. In all the fields, in order to carry out all types of job duties in a satisfactory manner, one will have to be well-informed in terms of different types of methodologies and procedures. The possession of adequate information regarding these will be facilitating in doing well in one's job duties and achieving desired goals and objectives. Hence, one needs to augment information in terms of these. Furthermore, one needs to augment information in terms of traits of morality, ethics, diligence and conscientiousness. These are regarded as the key in order to cope with different types of problems in an appropriate manner and carry out all types of job duties satisfactorily. Therefore, implementing job duties within employment settings is an expedient area where job duties and methodologies need to be implemented in an adequate manner.

B. Utilizing Pioneering Methods and Materials

With the advent of technologies, individuals, belonging to all professions and fields need to be well-equipped in terms of different types of pioneering methods and materials. The individuals, belonging to all fields and professions are putting into operation these methods and materials. The different types of these methods and materials are utilization of charts, graphs, maps, pictures, images, apparatus, machinery, equipment, tools, and various types of technologies. The individuals are required to understand the concepts in an adequate manner. Furthermore, they need to get engaged in regular practice. One needs to put emphasis on leading to up-gradation of confidence levels. Regular practice will be

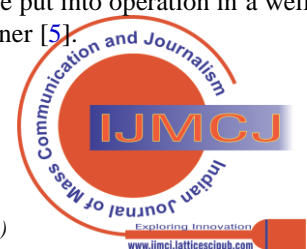
facilitating in acquiring an efficient understanding of all types of methods and materials. As a consequence, all types of job duties and responsibilities will be put into operation in a well-organized and satisfactory manner. In addition, one will augment confidence levels and overcome the feelings of apprehensiveness and vulnerability. Furthermore, one will be able to carry out their job duties and responsibilities in a well-ordered and appropriate manner. In this manner, one will be able to meet the expectations of individuals in leadership positions. Therefore, utilizing pioneering methods and materials is an eminent area where job duties and methodologies need to be implemented in an adequate manner.

C. Carrying Out Other Job Duties and Responsibilities

Within both personal and professional lives of the individuals, they need to carry out other types of job duties and responsibilities. These are planning, organizing, convincing, persuading, directing, guiding, leading, negotiating, controlling, co-ordinating, and so forth. All these are carried out within and outside the homes. Hence, individuals need to augment information in terms of different types of methodologies, which are facilitating in putting these into operation in a well-organized and satisfactory manner (Parvin, & Kabir, 2011). Furthermore, it is necessary for individuals to be well-informed in terms of technical skills [4]. These are the skills, which are facilitating in making use of different types of technologies. Hence, getting engaged in regular practice will be facilitating in leading to up-gradation of confidence levels. Furthermore, one will be able to overcome the feelings of apprehensiveness and vulnerability. The individuals are making use of technologies and internet to pay different types of bills, i.e. electricity, gas, water, internet, television, house tax, and insurance. In order to pay all types of bills, one needs to acquire an efficient understanding of different types of methodologies and procedures. As a consequence, one will be able to carry out all types of job duties and responsibilities in a well-organized manner. Furthermore, desired outcomes will be generated. Therefore, carrying out other job duties and responsibilities is a noteworthy area where job duties and methodologies need to be implemented in an adequate manner.

D. Measures to be Acknowledged in Implementing Job Duties and Methodologies in a Well-Organized Manner

It is apparently understood that individuals are required to put into operation different types of job duties and responsibilities within and outside the homes. These are complicated as well as manageable. One needs to be well-equipped in terms of different types of methodologies in order to do well in these and generate desired outcomes. The individuals are required to put in their best efforts in acquiring an efficient understanding of all types of methodologies. One of the important aspects that needs to be taken into account is, one needs to be well-equipped in terms of measures to be acknowledged in implementing job duties and methodologies in a well-organized manner (Kumari, Joshi, & Pandey, 2014). The measures are required to be put into operation in a well-organized and regimented manner [5].



One of the important aspects that needs to be taken into account is one needs to be well-informed in terms of the factor that positivity needs to be reinforced in all types of measures. As a consequence, one will render an important contribution in doing well in one's job duties and generating desired outcomes. Therefore, measures to be acknowledged in implementing job duties and methodologies in a well-organized manner are stated as follows:

III. MAKING WISE AND PRODUCTIVE DECISIONS

The individuals are required to make wise and productive decisions in terms of various areas. The decision-making processes needs to be carried out in a well-organized and satisfactory manner. The analysis needs to be conducted in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. One of the important aspects that needs to be taken into account is, one needs to ensure, the decisions made are favourable and advantageous to the individuals. Furthermore, it is necessary for individuals to lead to up-gradation of analytical and critical-thinking skills. The critical-thinking skills are facilitating in making selection of the most suitable and worthwhile alternative or option. It is approving in utilizing rational, logical and methodological thinking. Hence, in cases of putting into operation various types of job duties and methodologies, it is necessary to make wise and productive decisions. Therefore, making wise and productive decisions is regarded as one of the indispensable measures to be acknowledged in implementing job duties and methodologies in a well-organized manner.

A. Honing Analytical and Critical-Thinking Skills

The individuals are required to be well-informed in terms of analytical and critical-thinking skills in cases of putting into operation different types of job duties and methodologies. The analytical skills are facilitating in conducting analysis of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in making selection of the most suitable and worthwhile alternative or option. It is approving in utilizing rational, logical and methodological thinking. Hence, in cases of putting into operation various types of job duties and methodologies, it is necessary to hone analytical and critical-thinking skills. These would be facilitating in doing well in one's job duties and achieving desired goals and objectives. The possession of adequate information in terms of different types of job duties and methodologies will be facilitating in leading to up-gradation of these skills. Therefore, honing analytical and critical-thinking skills is one of the significant measures to be acknowledged in implementing job duties and methodologies in a well-organized manner.

B. Augmenting Technical Skills

The individuals, belonging to all communities, categories and occupations are making use of different types of technologies, i.e. computers, lap-tops, I pads, scanners,

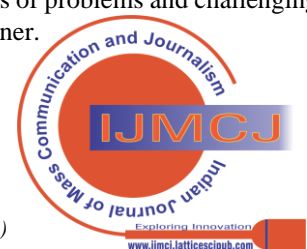
printers, photo-copiers, audio-visual aids, projectors and so forth. In all professions and fields, one is making use of technologies in order to carry out all types of job duties in a less time-consuming and efficient manner. The technical skills are the skills that are facilitating in making use of different types of technologies. The individuals need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. The individuals in some cases are overwhelmed by the feelings of apprehensiveness and vulnerability. But when they are acquiring an efficient understanding of the concepts, they will be able to make use of different types of technologies in a satisfactory manner. As a consequence, job duties and methodologies in all fields and professions are required to be put into operation in a satisfactory manner. Therefore, augmenting technical skills is an expedient measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

C. Possession of Adequate Awareness Regarding Various Factors

The individuals are required to possess adequate information in terms of various factors. The possession of appropriate awareness will be facilitating in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. The individuals need to be well-equipped in terms of job duties and methodologies that are needed to put these into operation in a well-organized and satisfactory manner. As a consequence, one will put in their best efforts in order to augment information in terms of different types of factors. One of the important aspects that needs to be taken into account is, individuals need to inculcate the traits of morality, ethics, diligence, and conscientiousness. These are facilitating in carrying out all types of tasks and activities in a well-organized manner. Hence, throughout one's life, one needs to put emphasis on augmenting knowledge, competencies and abilities. These need to be utilized in a principled manner. Therefore, possession of adequate awareness regarding various factors is an eminent measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

D. Leading to Up-Gradation of Motivation and Concentration Levels

In order to carry out all types of job duties in a satisfactory manner, it is necessary for individuals to lead to up-gradation of motivation and concentration levels. These are facilitating in stimulating the mind-sets of the individuals. Furthermore, one will be able to put in their best efforts in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. Throughout the implementation of job duties and responsibilities, it is necessary for individuals to be well-equipped in terms of methodologies. But when they are acquiring an efficient understanding of the concepts, they will be able to make use of different types of pioneering methods and materials in a suitable manner. Furthermore, one will be able to cope with different types of problems and challenging situations in a satisfactory manner.



As a consequence, job duties and methodologies in all fields and professions will be put into operation in a satisfactory manner. Therefore, leading to up-gradation of motivation and concentration levels is a renowned measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

E. Coping With Various Problems in an Appropriate Manner

The individuals experience various types of problems within the course of putting into operation different types of job duties and responsibilities. The different areas in terms of which these are experienced are, job duties, responsibilities, methodologies, procedures, approaches, techniques, work pressure, lack of implementation of time-management skills, lack of analytical and critical-thinking skills, and so forth. Hence, one is required to augment information in terms of different types of ways that are facilitating in coping with different types of problems in an appropriate manner. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into practice different types of job duties and methodologies. Hence, it is necessary for individuals to lead to up-gradation of problem-solving skills. These are the skills that are facilitating in acquiring an efficient understanding of all types of problems and challenging situations. As a consequence, one will be able to contribute efficiently in preventing all types of problems from assuming a major form. Therefore, coping with various problems in an appropriate manner is a noteworthy measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

IV. PUTTING IN EFFORTS TO ONE'S BEST ABILITIES

Putting in efforts to one's best abilities is regarded as one of the vital measures that is facilitating in coping with different types of problems in an appropriate manner. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into practice different types of job duties and methodologies. In cases of complicated and tedious job duties and methodologies, one needs to reinforce this measure to generate desired outcomes. Hence, it is necessary for individuals to lead to up-gradation of competencies, abilities and aptitude. Furthermore, this measure is facilitating in acquiring an efficient understanding of the concepts. In addition, one will be able to carry out all types of job duties and responsibilities in a well-organized manner. The individuals are required to make sure, they are preventing all types of dilemmas and challenging situations from giving rise to impediments within the course of putting into operation different types of job duties and methodologies. Therefore, putting in efforts to one's best abilities is a notable measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

A. Possessing The Abilities to Work Under Stress

It is apparently understood that there are occurrences of various types of stressful situations within the course of putting into operation different types of job duties and methodologies. The different areas in terms of which these

are experienced are, job duties, responsibilities, methodologies, procedures, approaches, techniques, work pressure, lack of implementation of time-management skills, lack of analytical and critical-thinking skills, scarcity of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. Hence, one is required to augment information in terms of different types of ways that are facilitating in coping with all types of stressful situations in an appropriate manner. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into practice different types of job duties and methodologies. Hence, in such cases, this measure has been favourable and advantageous on a comprehensive basis. Furthermore, one will carry out job duties and methodologies in a smooth manner. Therefore, possessing the abilities to work under stress is a prolific measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

B. Getting Engaged in Regular Practice

Getting engaged in regular practice is a measure, which is facilitating in carrying out all types of job duties and methodologies in a satisfactory manner. The individuals need to acquire an efficient understanding of the concepts and get engaged in regular practice. In some cases, the individuals get overwhelmed by the feelings of apprehensiveness and vulnerability, hence, regular practice will be facilitating in augmenting skills and abilities. The individuals need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. The individuals in some cases are overwhelmed by the feelings of apprehensiveness and vulnerability to a major extent. But when they are acquiring an efficient understanding of the concepts, they will be able to make use of different types of methodologies and procedures in a satisfactory manner. As a consequence, job duties and methodologies in all fields and professions are required to be put into operation in a satisfactory manner. Therefore, getting engaged in regular practice is a lucrative measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

C. Reinforcing a Constructive Approach

Reinforcing a constructive approach is an approach that is facilitating in forming positive viewpoints in terms of all types of job duties and methodologies. The individuals are required to augment their information in terms of meaning and significance of this approach. Furthermore, individuals will be able to put in their efforts to their best abilities in incurring the feelings of pleasure and contentment. As a consequence, one will be able to lead to up-gradation of motivation levels towards doing well in one's job duties and generating desired outcomes. Hence, one will bring about improvements in confidence levels as well. Furthermore, one will be able to contribute efficiently in meeting the expectations of family members, educators, employers, supervisors and so forth. As a consequence of reinforcing this approach, one will be able to put in their best efforts in doing well in one's job duties and achieving desired goals and objectives.

Furthermore, one will render an important contribution in incurring the feelings of pleasure and contentment. Therefore, reinforcing a constructive approach is a useful measure to be acknowledged in implementing job duties and methodologies in a well-organized manner.

V. CONCLUSION

The job duties and methodologies need to be implemented within personal and professional lives. Areas where job duties and methodologies need to be implemented in an adequate manner are, implementation of household responsibilities; pursuing educational programs; implementing job duties within employment settings; utilizing pioneering methods and materials and carrying out other job duties and responsibilities. Measures to be acknowledged in implementing job duties and methodologies in a well-organized manner are, making wise and productive decisions, honing analytical and critical-thinking skills, augmenting technical skills, possession of adequate awareness regarding various factors, leading to up-gradation of motivation and concentration levels, coping with various problems in an appropriate manner, putting in efforts to one's best abilities, possessing the abilities to work under stress, getting engaged in regular practice and reinforcing a constructive approach. Finally, it can be stated, implementing all types of job duties and methodologies is facilitating in leading to progression.

DECLARATION STATEMENT

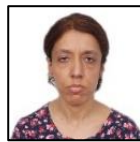
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- **Conflicts of Interest/ Competing Interests:** Based on my understanding, this article has no conflicts of interest.
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- **Ethical Approval and Consent to Participate:** The content of this article does not necessitate ethical approval or consent to participate with supporting documentation.
- **Data Access Statement and Material Availability:** The adequate resources of this article are publicly accessible.
- **Authors Contributions:** The authorship of this article is attributed as a sole author.

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