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B. Ed. 2nd Year

EPC 4..Understanding The Self

*Topic:- **Self-Management***

What is Self-Management?

Self-management, which is also referred to as

“self-control” or “self-regulation,” is the ability to regulate one’s emotions, thoughts, and behaviours effectively in different situations. This includes managing stress, delaying gratification, motivating oneself, and setting and working toward personal and academic goals. | Students with strong self-management skills arrive to class prepared, pay attention, follow directions, allow others to speak without interruption, and work independently with focus. Self-control in children as young as age 5 can predict important life outcomes such as high school completion, physical health, income, single parenthood, substance dependence, and criminal involvement.

Self-management skills focus on personal responsibility in the following areas:

- Organization
- Goal setting
- Time management
- Self-motivation
- Stress management
- Accountability

Organization

You can apply your organizational skills to your time, physical space, energy and mental capabilities to establish neatness and improve functionality. If you are well-organized, you're able to plan, prioritize and execute important activities, helping you self-manage your essential workplace responsibilities.

Goal setting

Goal Setting is the ability to determine what you want to achieve in a clear and well-defined manner. Goal setting in the

workplace helps you to decide what's important and to create an action plan that will help you achieve goals that align with those values. This skill is necessary to maintain productivity in the workplace because it enables you to manage your time and actions.

Time management

Strong time management skills allow you to prioritize tasks, avoid distractions and maintain focus. Effective time management in the workplace helps with setting and meeting deadlines, working on one thing at a time and delegating responsibilities appropriately.

Managing your time is an essential part of managing yourself.

Self-motivation

Self-Motivation is the ability to take initiative and finish tasks you know should be completed. When you're self-motivated, you

anticipate and plan for potential tasks needed to achieve more significant assignments or to solve ongoing issues. You're driven by your desire to succeed and not by outside factors, which makes you more productive in the workplace. Self-motivation is the side of self-management that ensures forward progress with your projects and activities.

Stress management

Stress management can take many forms, from maintaining a healthy diet and exercise regimen to proactively engaging in activities like meditation or journaling about your experiences. Proactively managing workplace stressors can help you remain calm on the job. Handling stress before it becomes an issue allows you to focus on your goals and make steady progress forward. Managing stress helps you self-manage your emotions and maintain a professional demeanour in the workplace.

Accountability

Accountability is the act of taking personal ownership of your thoughts and actions. When you maintain responsibility, you're better equipped to evaluate your work and determine the best way to proceed.

How to improve self-management skills

Enhance your self-management skills by actively focusing on ways you can direct, evaluate and improve upon your daily tasks. Here are a few ways you can improve your self-management skills:

1. **Assess your strengths.** Determine what professional tasks you're best at, and focus on ways to maximize your abilities in these areas. Understanding your strengths helps you manage your career path in a way that makes the most

of skills like coding, technical writing, graphic design or customer service.

2. **Prioritize your responsibilities.** Clearly define which responsibilities are most important, and focus your attention on the most critical jobs, avoiding distractions that draw you away from what matters.
3. **Develop organizational systems.** Find effective methods that help you manage your time, streamline your daily activities and keep important items in easy-to-find places. This step might include using an agenda book, setting up a time-management app on your phone or creating a filing system at your desk.
4. **Create strict deadlines.** Assign deadlines to each stage of a project, and maintain your schedule. Hold yourself accountable for getting tasks done on or ahead of schedule by committing to putting in more hours when needed to reach your self-designated checkpoints.

5. **Perform one task at a time.** Focus your time, energy and abilities on a single task at any given moment. Complete each task fully before moving on to another so that you're managing your time and effort efficiently.
6. **Practice patience.** Maintain a sense of calm so you can think clearly and objectively. Be considerate of others, and try to empathize with their needs and experiences to more effectively help them.
7. **Take care of your health and wellness.** Maintain a proper diet, exercise regularly, care for your personal hygiene and actively focus on lowering your stress levels. Take breaks to stretch and clear your mind, keep healthy snacks at work and look for opportunities for physical activity, such as a brisk walk on your lunch hour.
8. **Evaluate your progress.** Objectively assess the progress you've made toward

your goals by setting checkpoints along the way and tracking your accomplishments to see if you've met them. Ask a mentor for assistance to get a well-rounded appraisal. Use this feedback to improve your self-management going forward.

Self-management skills in the workplace

Carefully managing your activities in the workplace can help you achieve and exceed your professional goals. Use the following tips to practice self-management in the workplace and maintain a productive and efficient schedule:

- **Arrive at meetings on time and fully prepared.** If you know a meeting is coming up, spend time the day before to collect any information you may need to bring and think of questions to ask. You can also review your questions and notes in the hour before the meeting to ensure

you are focused on the meeting's goals and can be a collaborative contributor.

- **Plan for the next day before leaving work.** Leave time at the end of each workday to organize your calendar, write a new to-do list or organize your planner to include tasks to complete the next day. You can also use this time to review what you did accomplish to see how successful you were in reaching your daily goals.
- **Keep an organized agenda.** You can write a detailed schedule of events, deadlines or meetings so you can better manage your projects, tasks and responsibilities. Consider using a planner or task-tracking application to organize these items.
- **Outline project goals.** Determine strict deadlines, and consider using a calendar to track them each day, week, month and quarter.
- **Assess projects early.** Ask questions before you begin a project to ensure you understand exactly what your role is. You

can also ask questions after starting a task to ensure you are completing it correctly or discover if you need to adjust.