



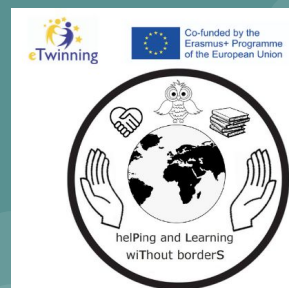
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# SELF - MANAGERS

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Self-management is a critical life  
and workplace skill.

**What is self-management?**

*Self-management is our ability to manage our  
behaviors, thoughts, and emotions in a conscious and  
productive way.*

01

Time  
management

Your ability to control how  
you use your time

02

Self  
motivation

Your ability to stay motivated  
and accomplish tasks

03

Stress  
management

Your ability to approach  
work clearly

04

Adaptability

Your ability to pivot when  
changes occur

05

Decision  
making

Your ability to solve problems  
and address issues

06

Goal  
alignment

Your ability to align  
tasks with goals

07

Personal  
development


Your ability to grow your  
industry knowledge



## Why is self-management important?

On the surface, it's obvious that self-management matters because it's inherently a basic life skill. After all, nobody feels comfortable around a person who can't seem to effectively control themselves in different situations. But, let's dig a little deeper and spell out some other benefits of self-management:

- You'll excel at relationship management and be able to build better, stronger bonds with other people because they trust you to handle yourself appropriately
- You'll be better equipped to use your problem solving skills and coping skills to handle even difficult or frustrating interactions without flying off the handle
- You'll have an easier time getting through your daily tasks and achieving your personal goals as you're able to find the inner wherewithal and motivation to conquer them
- You'll experience increased productivity since you'll become skilled at managing your time, commitments, and energy and focusing them on your priorities
- You'll behave in ways you can feel proud of and that serve as a healthy model for others around you, rather than giving into impulses or other challenging behavior



## Self-managers ==>> EXAMPLES

Someone with strong self-management skills knows what to do and how to act in different situations.

They know how to avoid distractions, so they can maintain focus and stay productive.

They're able to control impulsive feelings and behaviors, manage their emotions in healthy ways.

They know what they need to do to achieve their fitness goals — and they follow through.

They recognize their own emotions and how they affect their thoughts and behavior.

**Self-management means you understand your personal responsibility in different aspects of your life, and you do what you need to fulfill that responsibility.**



**How can I improve my  
self-management skills?**





# Self management







1. Take breaks. It is very easy to get caught up in studying/work, and being tied to your desk is counterproductive. Taking breaks allows time to release stress and recharge. Get creative: visit a friend, get some water, go out for a walk in nature, or call your mate. Just get away from your desk for a few minutes several times a day.
2. Practice mindfulness. Introduce the habit of mindfulness and meditation into your day. When we enter a state of meditation, it is just as helpful to our brains and bodies as sleep. Spending 5-10 minutes, a couple of times each day, can create new energy for us.




3. Keep your promises. There are two parts to keeping your promises. First, do what you said you would do (DWYSYWD). It creates trust with others and within yourself. Second, be careful what you say yes to.

4. Nurture yourself. You can't do your best if you aren't at your best. Know that you will be most effective if you eat well, focus on physical wellbeing, and get at least seven hours of sleep daily.

5. Focus on what you can control. No matter how good the plan we make, we are not in control of, or responsible for, everything that happens around us.

6. Meetings with yourself. Make time for yourself to stay on plan. At a minimum, set time aside for a one-hour weekly meeting where you take stock of progress, catalog problems, notice opportunities, and update your plans for the next week, month, or quarter.



## Learn how to prioritize your time

Good self-managers are also good time managers who know how to use the available hours they have in a day to get the most important work done. Good **time management** can make you more effective and productive throughout the day and help you avoid procrastination or missing deadlines.

To be a better time manager, try one of the following strategies:

- **Pomodoro Technique:** Set a timer for 25 minutes and see how many of your tasks you can get accomplished during that timeframe. When the timer goes off, take a five-minute break before resuming for another 25-minute work period. After several of those intervals, reward yourself with a longer 20 or 30-minute break to recharge.



- **Eisenhower Matrix:** List your to-do items into a quadrant of urgent vs. non-urgent and important vs. not important. Things that are both urgent and important you should do right away, things that are non-urgent and important you need to plan to do and schedule time for, things that are urgent but not important should be delegated, and things that are non-urgent and unimportant should be taken off your to-do list entirely.
- **Parkinson's Law:** This is a good time management technique if you work best under pressure. Give yourself a set amount of time to complete a task and work until you complete the task in that timeline. To make this strategy effective, you could set an early deadline (complete the task in three days instead of the given five) or create an environment of allotted time (working on your laptop until the laptop battery dies).

# Tools for Student Self-Management



smart strategy



**Contracts,  
agreements,  
norms**

**CHECKLISTS AND RUBRICS**

TASK LISTS

*TIME MANAGEMENT LOGS*

REFLECTION AND GOAL SETTING



## Literature:

<https://www.betterup.com/blog/what-is-self-management-and-how-can-you-improve-it>

<https://asana.com/pl/resources/self-management>

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**Thank you :)**

