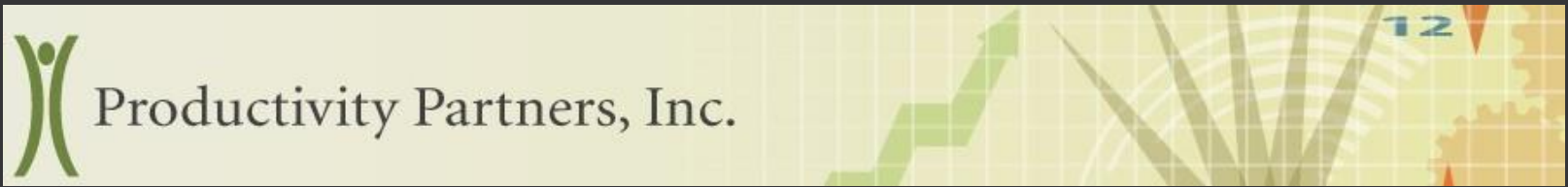


25 Tips on Self-Awareness – And How It Impacts Your Time Management



Cynthia Kyriazis, Productivity Strategist, Coach & Trainer

You're probably wondering...

Why a productivity strategist is writing a booklet on self-awareness.

It's because, as the song says, the knee bone is connected to the shin bone. Let me explain.

How you view yourself and your actions is key to your change and growth. But your impact on others and how *they* view you is equally important. Yet I don't always work with clients who understand how their behaviors are viewed or impact others.

This is particularly the case if my clients are procrastinators. Or challenged by holding themselves accountable for their actions and timelines. Trust me, co-workers and team members have a definite vision of you.

Hope this helps connect the dots!

Cynthia

**Clear your desk. Clear your mind.
Organize it®**



Tip #1

‘...self-awareness is understanding who we are and how we are similar or different from others’, Harvard Business Review article.

Tip #2

Realistically understanding how others see us is critical to getting a realistic picture of yourself---your self-awareness factor.

Tip #3

Tasha Eurich says there are [two types of self-awareness](#). How we see ourselves (introspective) and how we think others see us.

Tip #4

Self-awareness is related to self-esteem, but not the same. Self-esteem is the vision you have of yourself and the belief that you’re worthy of love and respect. Success Magazine, 9/17.

Tip #5

Self-awareness is related to self-compassion. Compassion is about giving *yourself* some slack...just as you would a friend. Based on the research of Dr. Kristin Neff, University of Texas, Austin.



Tip #6

Self-awareness is related to **optimism**. Optimism is about expecting the best in the future. Success Magazine, 9/17.

Tip #7

Self-awareness is related to **confidence**. Confidence turns 'thoughts into actions' as defined by Dr. Richard Petty, Ohio State University.

Tip#8

You can improve self-awareness through **meditation**, deep or critical thinking, journaling, asking questions, analyzing your behaviors or emotions and even assessments.

Tip #9

Resiliency is important. Because sometimes we don't like to hear what we need to hear.

Tip #10

Resiliency also helps you test ideas, products and concepts.

You might fail, but can try again and in the process heighten your self-awareness about this type of testing. Think about things like getting organized, losing weight or saving more money. Simple...but not easy...but you learn a lot about yourself from trying.



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Tip #11

Some of the best ways to learn about ourselves is during difficult or adverse times. Those times help you appreciate where you were and where you finally landed.

Tip #12

Changing any behavior requires detail and attention to what you say and do day-to-day.

Tip #13

‘...I’m self-aware. Meaning I just know myself, which means I know what my B.S. is; I know what my hyperbole is; I know what’s right; I know what’s not. And all those things allow me to navigate life in a much more comfortable way because I’m not tone-deaf to my own self.’ Gary Vaynerchuk interview, Success magazine, 5/2016.



Tip #14

Overwork can stunt moving towards your own awareness. It doesn’t allow for the reflection and critical thinking needed.

Tip #15

If you think technology can help you become more self-aware—at least of where you spend your focus, time and energy—take 16 minutes to [watch this TedTalk](#) by Manoush Zomorodi.



Tip #16

In this post entitled “**The 5 Necessary Traits of Future Leaders**”, the first trait listed is [self-awareness](#).

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Tip #17

The Huffington Post entitled “**12 Daily Habits of Successful Leaders**” says [one of them is self-awareness](#).



Tip #18

If you’re a presenter, [here’s why this skill is important](#).

Tip #19

Self-awareness is critical in finding the thing that seems to be most illusive in this day and age...[balance](#)



Tip #20

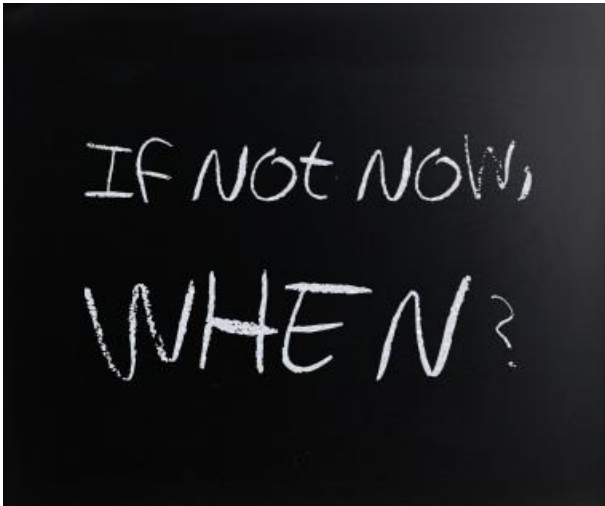
[There are 4 keys to well-being](#) and this post outlines and talks about each of them.

Tip #21

If you are a leader, it's [important to become yourself](#) and this neuroscientist clearly gives us pause for thought.

Tip #22

The importance of emotional intelligence and [self-awareness is demonstrated in this tale about an NFL coach.](#)



Tip #23

If you're aware of when you procrastinate, it may not do great things for your productivity. But the TedTalk by [Adam Grant tells us it can contribute to kick-starting your creativity.](#)

Tip #24

Self-improvement efforts are usually guided by learning how to consistently practice gratitude. You could begin [here.](#)

Tip #25

The success you can experience when it comes down to how you manage your time is impacted by effective habits, your ability to recognize and resolve behaviors that matter, and the ability hold yourself accountable. And to do these things, self-awareness is the first step.

Why not begin now.



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Cynthia is founder and President of **Organize it & Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

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Cynthia is a **productivity coach, facilitator & subject matter expert in the areas of time and self-management.** She works with clients on systems, processes, *and performance improvement.*

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