

5

Self-management and Its Impact



In today's dynamic world, it is important to regulate and control one's thoughts, behaviour, and emotions to be able to lead an accomplished life on both a personal and a professional front. It empowers an individual to understand the complexities of life, make informed decisions, and maintain equilibrium.

Self-management

Self-management is the capability of an individual to exercise control over one's feelings, ideas, thoughts, emotions, and behaviour to achieve the desired goals in both personal and professional settings. It helps an individual make effective decisions and maintain their well-being. It includes working towards the pre-determined goals and motivating oneself. Those who are better at managing themselves are able to set their priorities, manage their time, control their impulses, and take responsibility for their actions. They are more productive and content in life.

Everyone knows some form of self-management if they can take care of their most basic needs. To successfully accomplish the established future goals and to reach a high degree of self-management, a variety of abilities must be acquired, combined with discipline.







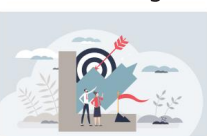
Example:

Rutuja works as a Product Analyst at Initiative EdTech Co. She manages herself efficiently and handles all her tasks, time, and emotions well. She sets her targets and manages several ongoing projects with tight deadlines and a constant stream of meetings. The way she has managed herself helps her to practice healthy living, enhances her productivity, reduces stress, and gives her sufficient time to spend with her family.





Self-management Skills

Self-management makes a person trustworthy and reliable. A few skills have been listed below that can help manage the overall personality of a person.

Skill	Explanation
<p>Self-awareness</p> 	<p>It is to know oneself as an individual—be it one's likes, dislikes, strengths, or weaknesses, and reflect on one's experiences to gain valuable insights into one's personality.</p>
<p>Self-confidence</p> 	<p>It is to believe in oneself that they can complete any task and face all the obstacles that come their way.</p>
<p>Self-motivation</p> 	<p>It is an intrinsic feeling that encourages one to complete tasks and achieve goals independently. It is an internal drive or enthusiasm that prompts one to take initiative.</p>
<p>Problem solving</p> 	<p>It is to identify problems and challenges, thereby trying to find practical solutions to solve them. It includes analyzing issues and implementing strategies to resolve them.</p>
<p>Teamwork</p> 	<p>It is to collaborate and work together as a team, and believe in the collaborative effort of different individuals who work towards the same goal.</p>
<p>Time management</p> 	<p>It is the ability to successfully complete tasks within specified deadlines and the ability of an individual to minimise distractions and unproductive activities.</p>
<p>Goal setting</p> 	<p>It requires one to plan clear and achievable goals that can be accomplished and to provide motivation for one's personal or professional growth.</p> <p>A goal that an individual sets should be SMART.</p> <p>It should be specific, measurable, achievable, relevant, and time-bound.</p>

(continued...)

Skill	Explanation
Decision making 	It is an individual's ability to make informed decisions by evaluating options and consequences and taking the most appropriate way forward.
Stress management 	It is the coping mechanism that enables an individual to handle work efficiently, even under pressure or difficulties.

Error Alert!

Self-management Is About Complete Control:

This is a misconception because self-management is not about eliminating all uncertainties or challenges but rather about effectively navigating them. It involves understanding and regulating oneself, making informed decisions, and adapting to changing circumstances.

Positive Results of Self-management

Effective self-management leads to improved productivity, personal well-being, and the fulfilment of long-term goals of an individual. As we grow in life, we encounter various challenges which increase stress and confusion in our minds. Hence, managing ourselves is of paramount importance for us to strive through these difficulties and complete our tasks on time.

Here are a few benefits of self-management:

Helps in Achieving Goals Self-management skills help individuals to have clear objectives in mind and how they have to move towards the end goal. Whether they are academic, career-related, or personal aspirations, effective self-management is very important.

Time Efficiency Managing one's time is essential for all individuals to enhance one's productivity. One has to allocate time wisely for tasks which are at priority to avoid unnecessary delays.

Think and Tell

How do you manage yourself when you approach your exams, have to cover vast syllabus, and encounter stressful situations?

Benefits of Self-Management

- 01 Helps in Achieving Goals
- 02 Time Efficiency
- 03 Reduces Stress
- 04 Improves Relationships
- 05 Makes You More Organised
- 06 Enhances Problem Solving Abilities
- 07 Career Advancement
- 08 Instills Discipline



Reduces Stress Self-management will help one reduce the stress of pending tasks as they will be dealt with according to priority.

Improves Relationships Self-management helps manage one's relationships better due to better communication and emotional regulation. It also encourages people to build stronger social connections as they trust the self-managed individual and their capabilities.

Makes You More Organised If one plans one's schedules wisely and allots time slots to different activities in a day, one will be able to organise their resources. Being well-organised contributes to enhanced productivity and efficiency.

Enhances Problem-solving Abilities Problem-solving skills are enhanced by self-management. A self-managed and aware individual is better equipped to deal with conflicts and disagreements.

Career Advancement Self-management skills are significant for growth in the workplace. It will help the employees fulfil their responsibilities, make quick decisions, and work well in a team environment.

Instils Discipline Discipline is crucial as it will help one to maintain focus, not pay attention to distractions, and stay committed to one's tasks and goals.

Activity Time

Activity 1: Self-management Skills

(Individual Work)

Draw an outline of your right hand and label each finger with different self-management skills that you possess.

Activity 2: Strength and Weakness Analysis

(Individual Work)

Self-reflect to identify and analyse your strengths and areas to work on. Now, in an A4 sheet, create a table with two columns and list them down. Present them to the class. You may keep it at your study table at home to keep yourself motivated.

Chapter Checkup

A Select the correct option.

- 1 Knowing and understanding your strengths is associated with
 - a time management
 - b problem-solving
 - c self-awareness
 - d teamwork
- 2 Which of the following is not a self-management skill?
 - a bargaining
 - b self-motivation
 - c setting a goal
 - d problem-solving
- 3 Efficient time management involves
 - a expressing affirmations and optimistic thinking
 - b allocating time wisely to tasks
 - c working together as a team
 - d none of these

B Fill in the blanks with the most suitable words.

- 1 If you plan your schedules wisely, you will be able to your resources.
- 2 When you are, you know yourself as an individual, primarily your likes, dislikes, strengths, and weaknesses.
- 3 Believing in yourself that you can do any task is called
- 4 Self-management skills help individuals to have clear in mind.

C State whether the following is True or False. Correct the statements that are false.

- 1 Self-management can help in overcoming challenges and difficulties.
- 2 Being able to manage yourself helps you deal with conflicts and challenges.
- 3 Self-management does not include stress management.
- 4 We can make informed decisions without evaluating our options.

D Answer the following questions. (Solved)

Q1. What do you mean by self-motivation?

A1. Self-motivation refers to the internal drive or enthusiasm which prompts an individual to take initiatives, complete tasks, and achieve goals independently.

If you are self-motivated, you try to put in efforts even when you face challenges and obstacles.

Q2. What are the benefits of self-management?

A2. Here are a few benefits of self-management:

- **Helps in Achieving Goals:** Self-management skills help individuals to have clear objectives in mind and how they have to move towards the end goal. Whether they are academic, career-related, or personal aspirations, effective self-management is very important.
- **Time Efficiency:** Managing one's time is essential for all individuals to enhance their productivity. You have to allocate time wisely to tasks which are of priority to avoid unnecessary delays.
- **Reduces Stress:** Self-management will help you reduce the stress of pending tasks as they will be dealt with according to priority.

Q3. Ranita has to appear for a unit test tomorrow. However, she has not been able to prepare well and is under a lot of stress at the last moment. List a few self-management skills that she could have used while preparing for her test.

A3. Ranita should have:

- Set specific goals and objectives that she wanted to achieve.
- Managed her time well and completed her preparation within the deadline.
- Been self-aware about her strengths and weaknesses. She should have allocated more time to the portion which she was least confident about.

Answer Key

A 1. c 2. a 3. b

B 1. organise 2. self-aware 3. self-confidence 4. objectives/goals

C 1. True.
2. True.
3. False. Self-management includes stress management.
4. False. We can make informed decisions by evaluating all our options.