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**INTRODUCTION**

Leadership is one of the most important function of the management and a very crucial component of effective management, which helps to maximize efficiency in a working environment. In fact, personal management is a crucial part for every leader; to be an effective manager or leader, an individual need to be able to manage themselves as well as knowing to manage others. In this paper I am going to be emphasizing on the importance of personal or self-management for a leader.

**2.0 WHAT IS SELF-MANAGEMENT?**

Before going to the importance of self-management it is first important that one should know what self-management is. As stated earlier in the introduction that leadership has got a huge impact in the effective management of an organization, however a leader needs skills in management in order lead people for the achievement of the goals and objectives of the organization. As such, there is no way someone can be able to manage or lead other people without managing of self.

Having noticing that, self-management refers to the behavior that an individual must adopt to see the desired change in his or her life and at the workplace (Alsemgeest et al, 2017, p. 79). Such being the case, as a leader you must have to adopt some pattern or some particular behavior that you must use in your daily activities that can lead to success.

**3.0. WHY SELF-MANAGEMENT?**

Kumar & Adhish (2014, p. 138) stated that “at the core of good leadership are the skills for managing self,” they emphasized that managing self is a perquisite of a good manager and leader. As such, if one need to be able to manage resources either human resources or material resources he/she need the skills to managing self, therefore every leader or manager must first have a very deep knowledge and experience on how to managing self. They reach to that by adopting some behaviors that they can use in order to improve their productivity, reliability, honesty as well as trustworthiness. (Botha & Musengi, 2012, p. 73).

**4.0. WHAT ARE THE IMPORTANCE OF PERSONAL MANAGEMENT?**

Personal management as a core of good leadership help to improve and develop different behavior that any leader need, Kumar and Adhish continued to emphasized that personal management has great importance as it helps to improve emotional competencies, time management, and communication. Later this part we are going to concentrate one how personal management can help to improve your emotional competencies, time management as well as communication.

**3.1. Time Management**

Time management is one of the greatest important factor in self-management, one has to manage himself or herself to improve productivity. Sandra Hokansson (2019) stated that, “leaders need to be adept at managing their time, they need to be able prioritize, focus, and balance during very hectic, fast-changing environment.”. The need in managing time and prioritizing activities should be the central part of the self-management for a leader in order to improve productivity and reliability. If one does not know how to manage the time it will be very cumbersome to him or to her to improve the productivity at the work place and that’s where most leaders do fails.

A leader need to have a plan which he/she will be following, as such using the Eisenhower’s Urgent/Important Principle can help to manage the time very well and to improve productivity by putting activities that are urgent and very important on the first place and activities that are important but not urgent in the second place etc so on (Ngandam et al, 2019).

**3.2. Emotional Competencies**

Another great important factor for self-management is having the ability to control, perceive, identify, and manage self-motion. Salovey and Meyers inKumar(2014, p. 138) defined a social and emotional competencies as “a type of social intelligence that involves the ability to monitor one’s own and others’ emotions, to discriminate among them, and to use this information to guide one’s thinking and actions.”, as such, emotional competencies is a to be taken as the central part in leadership development because if one cannot be able to control his/her emotion how can he/she be able to lead other people because a leader will always meet different people with different behavior, people who are low tempered or high tempered; therefore, as a leader, you will always be required to learn and understand each level of emotional intelligence so that you should have the ability to monitor all those kind of people and be able to create an environment where everyone will feel comfortable. In addition, studies have even given evidence indicating that high emotional intelligence does have a relationship to strong job performance (Kumar, 2014, p. 138). Therefore, emotional competency is an important aspect and skills to that is most required skills for a leader.

**3.3. Communication Skills**

Communication skills is as well required for the personal management for a leader, and it should be much based with focus on listening skills as far as self-management to a leader is concerned. If one has to be an effective leader, he/she has to improve the communication skills and more especially listening skills as it encourages others to speak and feel like they are recognized. Kumar emphasized much on listening skills that required to leader, he said listening skills is most important skills for a leader because it gives the ability for leaders to learn by giving the chance to other people to speak, he pointed much on that by saying that listening skills are very important for learning, establishing good communication, maintaining good social and family relationship and are for good in management.

In contrast, it is out of question to say that listening is not important because even Brown-Carlsen (1955) talked about the importance of listening skills for leader in his book named *Listening comprehension test*, he said “the more you listen has got a major impact on your job effectiveness and your relationship with others.” He said at work we listen for obtaining information, to understand and learn. However, if you focus your education on reading and writing skills and almost none on listening skills, as the result of that you will not be able to improve your performance much on self-management but also in managing others.

Having seen the way Brown-Carlsen and Kumar emphasized on the importance of building your communication skills, we also see that it is really important if we improve our listening skills so that we would all able to build a good relationship with other people at home, at our workplaces but also everywhere we go. Therefore, listening skills or in simple terms communication skills is yet another major aspect for self-management in personal development.

**4.0. CONCLUSION**

In conclusion, personal management is an important aspect to put in mind and put in practice, personal management techniques should be taken as routine in daily life leaders and managers as it helps to improve productivity, reliability, communication, as well as honesty.

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