

Core Competences 2

For the degree program Business and Engineering

Success Factors for Self-Management

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2 Introduction

The term "self-management" is frequently used in today's ever-changing environment. Everyone discusses concepts like personal growth and self-management in many of the seminars we attend at school and in our professional lives. But what is self-management, exactly? Cohen (2008) states that intrinsic rewards are the main motivators of self-management. Passion, pride, and a decent work ethic fuel your desire not material (p.19). The first step towards personal growth is self-awareness. Change frequently precedes growth and change frequently precedes a life circumstance. However, this is not the reality. Self-management is not in most people's nature, and few abilities can be mastered without formal training. "Self-management—the ability to make your own decisions, to control your actions and achieve personal goals, and to be a positive influence in your environment—doesn't come naturally. People need training in the skills that will make them competent for self-management" (Weiss, 1999, p.1). Weiss (1999, p.7) also indicates that people only learn self-management abilities through situations that allow them to practice the skills required to gain control over their lives. So, how do we manage ourselves? What tactics and approaches can we use to reclaim control of our lives? Are those who govern themselves more successful? I will discuss the necessary tools and approaches for self-management in this report.

3 Success factors for self-management

3.1 Setting your goals

To begin with, setting a goal to entail being aware of one's values. Understanding your values gives us a new perspective on how to make objectives and live a happy life.

The most crucial stage in identifying one's goals is to define one's values. Our ideals are shaped by our culture and ethnicity." We do not create a value set as much as we assemble one from the beliefs and virtues that have been instilled in us from early life" (Rao, 2015, p.27). We can become conscious of the aspects that characterize us by reflecting on our past. Determining values, for example, will disclose a more meaningful and energetic life. As a result, we will be equipped to have a happy and fulfilling life. "Each person has a deep need for meaning and purpose in life. One of the major reasons for personal stress and unhappiness is the feeling that what you are doing has no meaning and purpose as it applies to you and your innermost values and convictions. You must always start by asking the question

“Why?” “(Tracy, 2014, p.11). As a result, our values will show a clear road to identifying our goals. “Living without clear goals is like driving in a thick fog. No matter how powerful or well-engineered your car, you drive slowly, hesitantly, making little progress on even the smoothest road” (Tracy, 2010, p.9).

3.1.1 Priority setting methods

Setting priorities to achieve your goals is an important element to consider. Because for successful careers, there is a need for planning. Determining what is most essential and being able to prioritize them. With the help of resources, you can accomplish more in less time. Organize an activity or resource so that the results satisfy the goals and expectations. Increase the quality of your job while lowering your stress levels. Some methods are well suited to set your priorities. Prioritizing your goal is sometimes called activity management.

Rao (2015) indicates that there are four steps for this process; 1. List the tasks. 2. Arrange the items on the list in order of importance. 3. Filter the tasks on the list. 4. Select the most important activity (p.39). Prioritizing tasks can be done in a range of methods. Dr. Stephen Covey's book (1995 cited Rao 2015, p.44) *The 7 Habits of Highly Effective People* and *First Things First* rediscovered and popularized the Eisenhower Matrix. Allowing yourself to be side-tracked by inconsequential but urgent work (see Fig.1) and neglecting the important but generally non-urgent tasks is a recipe for disaster. According to this method, we should mostly invest in important and not urgent activities. The unimportant duties are located in Quadrants III and IV. Completing these tasks adds little value to your life. Quadrant I (Urgent and Important) assignments are frequently approached reactively.

	Urgent	Not Urgent
Important	I ACTIVITIES: Crises Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention Relationship building Recreation New opportunities
Not Important	III ACTIVITIES: Interruptions Some phone calls Some mail Some meetings Popular activities	IV ACTIVITIES: Trivia Some mail Some phone calls Time wasters Pleasure activities

Figure 1(Source: Rao, 2015, p.44)

The ABC approach, which assigns each work a letter A, B, or C, is another popular way of prioritizing chores. The letter A is assigned to the most critical tasks on your time management plan, the letter B to the less significant chores, and the letter C to the least important ones. Each item should be given an A, B, or C grade. Then, as you begin your day, you do the items graded A, B, and C in order. Their major responsibility, no matter how useful it may appear, is to keep them in writing, where a to-do list can be made. "Because we are creatures of habit, it's a good idea for you to fill out your "to-do" list at the same time every day. This way you'll be committed to a routine and will avoid procrastination. Whether you fill it out in the evening for the next day or first thing in the morning for the current day is unimportant" (Alessandra, 2005, p.30). Here is an example of Alan Lakein (1973, cited Randel 2010) a to-do list with a combination of ABC analysis.

Here is what my To Do List for today looks like:

Prepare for Time Management lecture	A
Call dentist to make appointment	B
Pick up more printer paper	B
Buy new running shoes	C
Thank you notes to reviewers of Skinny books	B
Rewrite 25 pages of Skinny on Entrepreneurship	A
Call John to discuss weekend plans	C

Figure 2 Source: Randel, J. (2010). The Skinny on Time Management pp.151-152

3.1.2 Stress is manageable for those who schedule

Stress management is a technique that teaches an individual how to control their stress levels by practicing self-care, and relaxation, and how to deal with stress when it arises. 'Stressors' are the many stressful events and situations that haunt the minds of many people. Our perceptions, which are based on our characteristics, create stressors. "In the simplest of terms, there are two types of stress: positive and negative. Positive stress is often considered healthy stress. Some examples include competition, butterflies, looking forward to something (vacation, financial bonus) ... Examples of negative stress might be anxiety, worry, (such as finances or health), and so forth" (Barbee, 2012, p.8). Barbee also states that stress builds up over time and must be discharged to be relieved. Depression, heart attacks, strokes, and other significant health problems might develop because of this. First and foremost, we must consider the events that cause us stress. Exams, work, personal strife, and family issues all play a role in our financial condition. What are our coping mechanisms when confronted with a stressful situation? Barbee classifies stress reactions into four categories. Physical, emotional, behavioral, and

psychological reactions. The typical outcome of the stress of behavioral reaction can be watching Tv for hours.

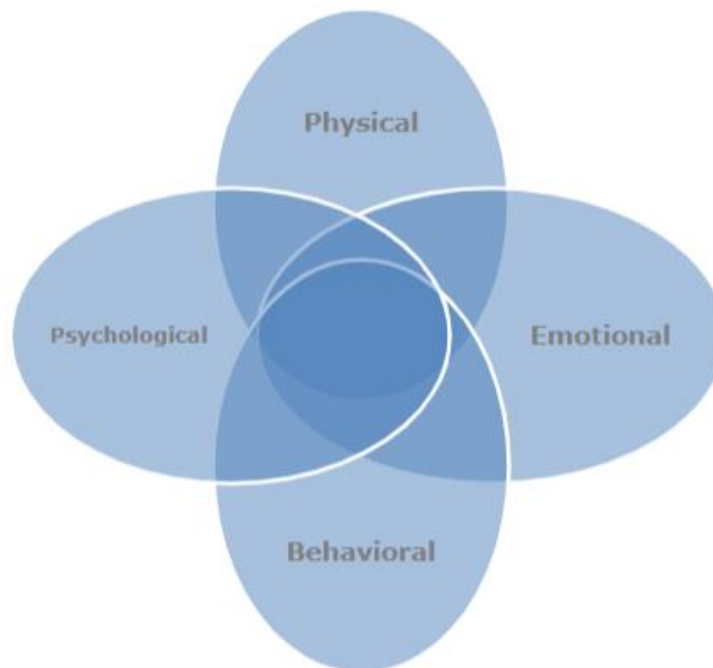


Figure 3 (Source: Barbee, 2012, p.11)

Changing your approach to stress can be a simple decision that has a significant impact. Kausar (2010, cited Barbee, 2012, p.12) it is considered that coping methods have two basic functions: addressing the situation that causes stress and regulating emotions related to those stressors. The stress factor is reduced by preparation and organization. Namely, making a to-do list is also an illustration of this. The biological time or prime time component should be considered. When you live according to your biological time, the stress factor is reduced. Also, it is stated that stress factors can be reduced by setting your priorities. For instance, saying no and not wasting time waiting for others. If you want to focus on your ambitions, you'll have to stop talking about other people's plans and assignments. Waiting for others, instead of realizing your goal will consume your time and create stress factors too. Between all these suggestions the most suitable one can be chosen. Barbee (2012, p.17) indicates that once you've found out what you're up against, see if you can estimate the emotional, psychological, and/or bodily impact it will have on you if you don't do something about it.

3.2 Developing your-self

3.2.1 Mental strategies

“The phrase ‘self-management’ emphasizes the self, the individual, the person living with the health condition. In so doing, this places all the responsibility for successful self-management onto the person living with persistent pain. It ignores the context or the background of the person’s life, their support network (or lack thereof), their health literacy (or lack thereof), their financial capacity (or lack thereof), their social capital (or lack thereof), and their relationship with their health professionals (or lack thereof). And yet, the person living with pain is expected to cope” (Rodham, 2020, pp.53-60).

The ability to manage and control our brain is what developing mental strategies is about. When a person learns to control emotions, making significant life improvements is inevitable. Intuitive factors frequently lead us misled. That is why, by managing own brain, one becomes more successful. We can use mental tactics to help us think positively and grasp how to manage our brains. One of the most significant tools for self-improvement is mindfulness.

According to Goldstein and Press (2014, p.13), mindfulness trains us to pay attention to both our internal and exterior experiences. This has the potential to have a tremendous impact on our ability. The ability provides a person to relax physically and emotionally, reduce self-criticism, decrease stress, and improve relationships. “Through the use of mindfulness, we can shift from this routine to a consciousness in which we are observing our perceptions rather than merely reacting to them. This altered way of thinking and interacting with our environment may seem simple, yet it’s a radical shift that can have powerful consequences” (Goldstein&Press, 2014, p.13). “In contemporary Western practice, including psychology, mindfulness is an approach that fosters increased awareness of mental processes and effective response to them. In this way, mindfulness training can improve decision making as well as our ability to adapt to different scenarios” (Goldstein&Press, 2014, p.16).

3.2.2 Summary 7 Habits of Effective People

Another important fact of self-development is developing effective habits, according to Steven Covey, there are seven habits of highly effective people. These are being proactive, beginning in mind later, in reality, creating win-to-win relationships, first understanding others, putting first things in priority, synergy, and continuously developing yourself. Creating correct habits enables one to develop a better self. With this one can settle down and enjoy a comfortable, stable life instead of thinking about the issues. Firstly, being proactive instead of reactive is very significant. Change happens here to be

effective. “While the word proactivity is now common in management literature, it is a word you won’t find in most dictionaries. It means more than merely taking initiative. It means that as human beings, we are responsible for our own lives...Reactive people are affected by their social environment, by the “social weather.” When people treat them well, they feel well; when people don’t, they become defensive or protective” (Convey, 2020, pp 81-82). The most effective habit according to me is being proactive instead of reactive. A proactive person always takes the lead and does not expect from others. This type of personality is very important in teams. Because waiting is a waste of time and teams waiting for each other can never progress. According to Convey proactivity entails more than just acting. It means that we, as humans, oversee our own life. Our actions are determined by our choices, not by the circumstances.

The second habit explained by Convey is, that to begin with the end in mind, you must first have a clear knowledge of where you want to go. You have a goal in mind, and you dream it before you achieve it. They say dreaming is half the realization and all things are created twice first in the mind and later in the physical. We can make anything we can dream of come true. The third one is about the time management matrix that was in the 2.1.1 fig. 2 the fundamental focus of the fourth generation of management. In general, we divide our time into four categories. So, first things need to be done first. Forth one, is the benefit of human interaction, creating winning relationships and mutual benefit for both sides. Both partners have a clear agreement. The focus relies on the result rather than the process. They are usually organizations or customer-employee or employer relationships. So, if a problem occurs it is usually the system. Fifth, only a small percentage of people have any formal training in listening. We should first listen to be understood. He states this usually as empathy when we put ourselves into someone else shoes. As we understand, we can search to be understood. The sixth habit is synergy, he explains this as an opportunity for new possibilities in communication. Both parties involve revealing excitement through mutual learning. This puts everybody to the creation of a task as if everybody there on the same road. And the last habit is about continuous learning, keeping your best habits. The personal habit must be pressed on until it becomes a habit and to do this, we have to be proactive to reach this physical dimension. This can be achieved by gaining habits such as exercising, nutrition cycle, or stress management.

4 Self-reflection

Our values, in my opinion, shape our goals to a considerable extent. Women's definitions of value, for example, were considerably different perhaps 100 years ago. Family values, such as having children,

were valued more highly than a woman's ability to obtain a good degree. But, of course, this was created by society's judgments and priorities, not by a woman's perspective. Life standards have increased; no children have been raised to replace males who were conscripted into the military as a result of the conflict; the health sector has improved, and the number of children who died as a result of natural causes has decreased. Our values play a critical role in transforming our society into a developed society. Our family and the place we dwell on demonstrate this to us. As a result, my values have propelled me forward and ignited my goals. As our objectives shift, our values too.

Our brain has a complicated structure, but once we understand it, it's not difficult to regulate oneself using reasoning rather than emotions. In my opinion, the most crucial mental tactic is mindfulness. Because the individual is conscious of his emotions and is usually always self-aware, he considers his response before responding. An attentive individual never reacts in the emotional effect's direction. He considers the effect, evaluates it, and then makes his own decision. Prof. Stadelman discussed some mindfulness practices during the seminar. Throughout the course, we practiced meditation and yoga. Which I believe has been beneficial to the person's development and awareness. We concentrated entirely on that time during the meditation. We concentrated on our feelings. Perhaps by focusing on the present moment and managing one's emotions daily, one might learn to manage their emotions and calm down. In yoga, everyone was in their environment, and we made moves and figures. The movements were not tiring, they were movements focused on flexibility and relaxation in the body. Throughout the activity, everyone did their movements quietly in their personal space. We felt more energetic and relaxed afterward. I think it has been very useful for me. I think that all these activities we do will relieve our nervous feelings a lot. In my opinion, personal development is a serious factor in stress management. People display different behaviors and emotions when they are stressed. In these unstable situations, a person who is aware of their emotions through personal development will overcome stress with less impact. I think that the habits we choose in our lives are just as effective in our personal development.

Successful people have certain habits. Thanks to these habits, they can easily reach their goals. In my opinion, Steven Covey's book is one of the first books to be read for us to acquire the right habits while changing our old habits. Because the habits he talks about in his book tell us to understand our priorities in our lives without developing different adaptations for everyone, and thus to bring goals and success.

Furthermore, as Steven Covey stated, "First things first." Priorities are just as crucial in my life as goals. Reaching a goal, in my opinion, can only be accomplished if it is your sole focus. In the lecture, we

focused on some of the priority setting methods. As I mentioned in 2.1.1 the Eisenhower decision matrix is one of the popular and useful methods to integrate. By doing so, we can eliminate the tasks not important and not urgent now. This strategy is excellent for determining which things in one's life should be completed first. To distinguish between tasks of first, second, and third priority and tasks to be deleted, the dimensions "importance" and "urgency" are used. The phase which dimensions important and urgent should be done first. On the other hand, ABC is another method to prioritize your tasks. For example, one can prepare a daily schedule and write a to-do list for this day. Next to each task, we can assign a letter, and according to its emergency most important receive an A letter. And B, less important tasks will be assigned as C. That is a very practical method to use every day.

As a result, setting a goal based on its values, progressing in a planned and programmed manner, and acquiring the right habits at the same time are the most important factors in personal management. As long as the person integrates them into his life, the inevitable goals of success will come true.

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