



Self - Management

Developing your Performance Edge

Presenter:
Michelle Bakjac, Registered Psychologist
CHG Accredited Trainer

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Overview

Self Management:

- Understanding what is 'Self-Management'
- Building your self awareness
- Analysing your personal strengths and challenges
- Identifying your stressors and problem solving the solution
- Building your stress resilience
- Strategies to improve your self management



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So what is Self-Management?



What is Self-Management

Definition:

The ability to manage your personal reactions to responsibilities and challenges in work and life.

This involves **managing** your **time** and **adapting** to **changing** situations. It requires you to **reflect** on your experience and their **effect** on your physical and mental state.

Self-Management requires the following skills...

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What is Self – Management



Self-Awareness

Reflection

Flexibility

Time Management

Commitment

Goal Setting

Planning and Monitoring

Self-Appraisal





So how much do you know about yourself?

Understanding your EQ?



Emotional Intelligence

Emotional Intelligence involves a combination of competencies which allow a person:

- To be aware of,
- To understand,
- To be in control of their own emotions
- To recognise and understand the emotions of others, and;
- To use this knowledge to foster their success and the success of others

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Improve Your Emotional Intelligence Via Self Management

Be honest: do you control your emotions or do your emotions control you?

Self Management refers to the act of taking responsibility for our emotions



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Self Awareness

Emotions serve a purpose – they tell us so much about ourselves.

Those with a high level of EI tend to experience a healthy balance of feelings like:

- | | |
|--|---|
|  Motivation |  Balance |
|  Focus |  Connection |
|  Self-control |  Contentment |
|  Awareness |  Desire |
|  Autonomy |  Fulfilment |

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Self Awareness

But those with a lower level of EI tend to feel more:



Fear
Frustration
Guilt
Emptiness
Bitterness
Lethargy



Instability
Disappointment
Resentment
Anger
Dependence
Victimisation

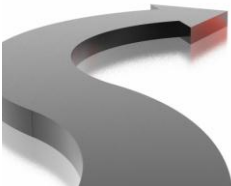
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Self Awareness

Self Awareness is the building block of self management

Without recognising what you are feeling you can not progress to further competencies.....



Self awareness involves three skills:

- Emotional self awareness
- Accurate self assessment
- Self confidence

Self Awareness



Have you conducted a Search Warrant lately?

Self Awareness

Are you **aware** of how your emotions are affecting your **performance**, your **behaviour** and your **relationships**?

Self awareness involves **honestly investigating** and **acknowledging** your emotional strengths and weaknesses



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Self Awareness

How is your Self Confidence?

Do you recognise your emotions.

Those with self confidence understand what they can learn from their strengths and weaknesses.

Consider a list of:

- Your core 3 Strengths
- Your core 3 Weaknesses

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Self Management

Once you have self awareness, you then have the opportunity to implement self management.

Consider the attributes of:



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Self Management

Self Control is:



Is the ability to refrain from knee jerk reactions in response to your emotions



It is the ability to stop and think before you react



It involves knowing what is important to you (and what isn't) and how to translate that into your actions and behaviour

Self Management

Reflection is:



is the ability understand how it feels when you are out of control



It is considered that all major emotional reactions tend to stem from two main emotions, desire and fear



The degree that you are affected by the emotion is individual and is based on what is important to you in life

The Basic Emotions of Fear and Desire

Fears	Desires
Fear of disapproval	Desire for wealth
Fear of rejection	Desire for happiness
Fear of failure	Desire for success
Fear of losing control	Desire for acceptance
Fear of dying	Desire for approval
Fear of losing our jobs	Desire for security
Fear of offending others	Desire for certainty
Fear of being alone	Desire for pleasure
Fear of pain	Desire for power
Fear of uncertainty	Desire for growth

Self Management

Reframing is our opportunity to alter **our self-talk** around a situation

- How many times a day do you say negative counter-productive things to yourself:
 - I can't believe I did that!
 - I'm never going to get this done!
 - This place is awful!
 - No one cares what I think!
 - That's the last time I try being nice to her!

How could you reframe these statements?

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Self Management

- **Adaptability** describes someone who doesn't allow feelings about change to become the source of emotional and performance roadblocks
- You may need to consider why change might be causing a negative emotional response in you

Ask yourself – why does this change cause me to have a negative reaction?



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Self Management

Do you take Initiative?

Initiative means looking for ways to continually develop yourself and recognising true happiness comes from taking full responsibility for your life.

Do you take initiative with:

- Conflict resolution
- Problem solving
- Goal setting



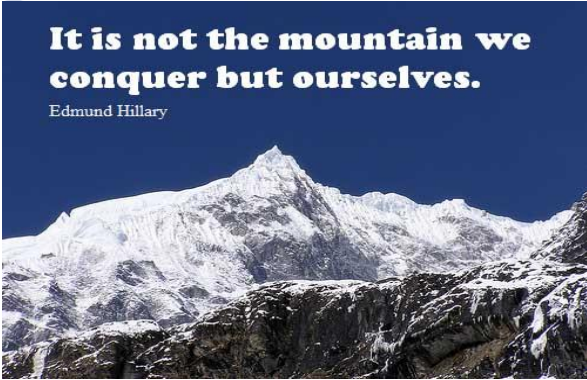
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Goal Setting

- S** • **Specific:** State exactly what you want to accomplish (Who, What, Where, Why)
- M** • **Measurable:** How will you demonstrate and evaluate the extent to which the goal has been met?
- A** • **Achievable:** stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?
- R** • **Relevant:** How does the goal tie into your key responsibilities? How does it align to objectives?
- T** • **Time-bound:** Set 1 or more target dates, the 'by when' to guide your goal to successful and timely completion (include deadlines, dates and frequency)

Goal Setting



It is not the mountain we conquer but ourselves.
Edmund Hillary

Goal Setting



It is absolutely vital that you have **confidence** and **self-belief** that you will **achieve** your goals



Take a balanced view of yourself that doesn't indulge **self modesty** or **self pity**



If you don't believe in yourself then its **"game over"** from the start



Consider your **self talk** – you can be your **best coach** or your **worst critic**

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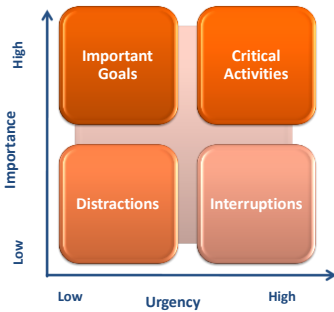




Taking Control of your Time....



Managing Your Time



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Managing Your Time

- Plan each day
- Prioritise your tasks
- Learn to delegate
- Learn to say "No"
- Break large tasks into smaller tasks
- Evaluate how you are spending your time
- Limit distractions



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Time Management



Consider:

- Tools for Prioritisation
- Managing Interruptions
- Managing Procrastination
- Scheduling

Remember we are all individuals so each individual should have their own personal strategy



~~PROBLEM~~ Solving SOLUTION

Problems are only opportunities in work clothes.
Henry Kaiser (American Industrialist)

Problem Solving

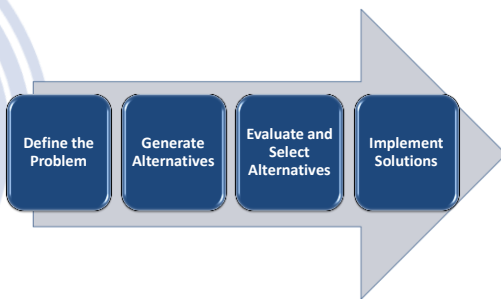
Problem solving is a key skill, and one that can make a huge difference in your every day life... and of course helps your stress levels...

- At work, problems are at the center of what we encounter every day
- The problems you face can be large or small, simple or complex, and easy or difficult to solve
- Building confidence in active problem solving comes from having a good process to use when approaching a problem.

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4 Steps of Problem Solving



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Problem Solving

Identify three of your biggest challenges at this time

Consider three possible **actions** and **solutions** you could consider for each problem



Developing your Personal Action Plan

Develop your own personal action plan – what are your key areas of focus?



Take home messages



- Developing your **self-awareness**
- Understanding **key self management skills** and **knowing your strengths** are areas for focus
- Developing **strategies** to **improve your self management**

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Questions



Trainer

Michelle Bakjac
C/- CHG Training Unit
T. 8352 9888
E. training@chg.net.au

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