self management

*management of or by oneself; the taking of responsibility
for one's own behavior and well-being*

What Are Self-Management Skills? Work can be stressful, but with the right skills, you can make your work environment more enjoyable. Some of the most useful skills to have are self-management skills. Examples of self-management skills include stress resistance, problem solving, communication, and a few more. The skills below allow you to strive for your goals, perform at work, and contribute to a healthy work environment for yourself and your co-workers. Here, we'll explore each of these skills in detail to fully understand how they are helpful in the workplace.

Stress-Resistance The first and foremost skill of self-management refers to a personal ability to resist any stressful situations. When you develop this self management skill, you can avoid many mistakes that people usually make when being stressed out. Because a stressful situation usually blocks our ability to think and make rational decisions, we can't cope even with the simplest tasks at the workplace, so our productivity goes down and we get frustrated. That's why you need to develop this ability in order to be a productive employee able to offer resistance to a stressful situation.

Problem Solving The second self-management skill requires you to use your brain as a mechanism for making right decisions. Even the hardest tasks and challenges can be efficiently handled if the mental process in your head is always in progress. Problem solving requires you to operate facts and make right assumptions to analyze the situation, review problems, and find effective solutions. Keeping your mind sober allows you to take right decisions in the toughest situations.

Communication The way in which you communicate information to others will determine your success. Communication is one of the key self-management skills required for both personal development and career advancement. Being able to efficiently communicate information to other people means that you can share information with the minimized possible distortion and in the fastest possible way. Productive employees always can efficiently communicate with their colleagues and management because they comprehensively understand the value of clearly and timely delivered information.

Time Management Producing expected results in a timely manner determines the success of our effort. Time management is an extremely important self-management skill that makes an employee be more productive. There are a great variety of time management techniques that show you how to develop this skill for self-management. A quick internet search will bring up a plethora of options.

Memory An ability to memorize events, names, facts, etc., allows an employee to remember about everything he/she needs to do daily tasks and duties. Among other self-management skills examples, committing to memory requires your personal effort for developing your mind abilities.

Physical Activity Keeping your body in good shape is a critical self-management skill example. When you feel healthy and have a robust nervous system, you can do more things and cope with many challenges. Physical activity (like jogging, fitness, different sorts of sports, etc.) allows you to strengthen your body, keep your muscles up, and be more productive.

Ways to self-manage at work (Checklist):

Make a to-do list: You can't efficiently plan for anything having no to-do list. First you need to make a task list and specify the key tasks for developing self management skills examples.

Prioritize tasks: Your to-do list may have a lot of tasks. But which tasks to complete first? To answer this question you need to consider all the tasks in your to-do list and then set right priorities. By prioritizing the tasks you can decide what examples of self-management skills you'll need to develop first (according to your current needs and employment requirements).

Schedule tasks: Scheduling allows you to set deadlines and timeframes for your tasks. Even using a basic online Calendar or agenda will help you stay on track.

Be flexible: Regardless of your intentions and wishes, there will be days (caused by illness, vacation, holidays etc.) when the external world won't let you develop your self management skills. That's why you need to be flexible to get everything done through putting your tasks on hold and then returning back to the prioritized items on your to-do list. You shouldn't be frustrated and stressed out when you can't do a task because of an external factor (e.g. illness) – just put everything on hold and get back to your tasks as soon as you get an occasion for developing self management skills.

For any employee it's highly important to develop self-management skills and abilities because it leads to higher productivity and paves the way for employee value and personal growth.

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