

self-management

the ability to regulate and control your actions, feelings, and thoughts



When you have strong self-management skills, you tend to be more successful at work. Self-management means taking responsibility for your own actions and doing things in the best way you can. Self management shows you are able to organize yourself and offer your own ideas to any project. *You make notes, turn up on time, think ahead.* It's about being the boss of YOU, not the boss of a team or company.

Why are self-management skills important? These skills are an important part of showing that you're a reliable employee. Those without these skills may be unpredictable, which can make an employer nervous. For instance, when someone has a hard time controlling their emotions, they could snap at a customer or say something hurtful to another employee. By having self-regulation, you can calm intense emotions and thoughts, which can lead to smarter actions.

The following skills are examples of self-management in the workplace:

Reliability: Your employer and colleagues can always count on you.

Trustworthiness: You have a strong code of ethics and always follow your moral compass.

Stress management: In high-pressure situations, you remain calm and collected.

Adaptability: When things suddenly change, you can control your discomfort and roll with it.

Time management: You can prioritize your tasks and get things done on time.

Conscientiousness: You are always mindful of what you say and the way you treat others.

How do I strengthen my self-management skills?

Take care of yourself Often, people lose their temper or become disorganized when they aren't feeling like their best selves. When you prioritize your own wellbeing, you're more in control of the way you act.

Practice being patient Managing yourself is much easier when you have a strong sense of patience. For many people, this characteristic comes with much practice.

Focus your attention on one task Contrary to popular belief, people do not have the ability to successfully multitask. In order to be more organized, try to focus all of your attention on one task at a time.

Reflect on your strengths Take a moment to think about what skills are your strongest. By understanding what you're good at and supporting the areas in which you're not as strong, you can be in more control of your career.