



SELF

MANAGEMENT

SELF MANAGEMENT SKILLS



How will they help you in life?



Take command of what you do.



Organise
yourself

Choose to do
more than you
need to

Be the boss of
YOU



By the end of this video you will...



See why self management is important

Learn great ways to boost your self management

See how to manage yourself in study, work and life



SELF MANAGEMENT

SELF MANAGEMENT

What is self management?



1 Do things without being told

2 Accept your mistakes

3 Get organised

Self management is important



- 1 It helps you prepare for exams with less stress
- 2 It helps you balancy your study, work and free time
- 3 It helps you get more out of life by choosing to do more
- 4 It helps employers trust you and give you exciting projects



Self management is 3 things...

INITIATIVE

DO THINGS WITHOUT
BEING TOLD

ORGANISATION

BE PREPARED

ACCOUNTABILITY

OWN YOUR SUCCESS
AND MISTAKES

What part does **INITIATIVE** play?



INITIATIVE will help you in jobs because...

you can offer ideas and work without being watched

Employers love to see you can think for yourself and be your own boss



How to use your INITIATIVE

**YOU MIGHT
DECIDE TO...**

**HELP A FRIEND
IN NEED**

**VOLUNTEER WITH
A CHARITY**

**DO EXTRA RESEARCH
FOR A PROJECT**

INITIATIVE
means you
think for
yourself...
then take
action.

Why does ORGANISATION matter?



You can use your time well and show you care about what you do

You'll know what you need to do... and when

You can set yourself goals and plan how to achieve them



Ways to get ORGANISED



- 1 Make TO DO lists and use them
- 2 Keep a diary or calendar planner for events
- 3 Turn up to to study or work every day and on time
- 4 Don't forget your lunch/bag/keys/money/phone

What is ACCOUNTABILITY?



You can be trusted and you own your actions

You try your best and know when to ask for help

It's a great life skill for your own self-respect, not just for work!

Ways to be ACCOUNTABLE



- 1 Own up to mistakes. Apologise. Show you aim to improve.
- 2 Act professional at work. Home is home. Work is work.
- 3 Stick to your promises. Or be honest about why you can't.
- 4 Own your actions - don't blame others!

Self management as a student



- 1 Show **INITIATIVE** - start a project (like a blog) on your own.
- 2 Show **INITIATIVE** by volunteering!
- 3 Help create a positive group atmosphere
- 4 **ORGANISE** yourself by doing homework on time
- 5 **ORGANISE** yourself with to-do lists and revision notes
- 6 Be **ACCOUNTABLE** - see low grades as a chance to improve



Self management tips for work



- 1 Use work planners to keep track of deadlines and tasks
- 2 Make a daily list of things to do. Tick them off as you go.
- 3 Keep important documents safe and don't lose them
- 4 Take notes you can read later when learning new things
- 5 Come into work on time
- 6 Do your best, but don't be afraid to ask for help

