



## **A Review on Self-Management - The Power of The People**

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### **Abstract**

Today, the word management has become very common in general language. Everybody is using frequently this as their pet word. Each one of us want everything managed in every field like education, health, facility, finance, human resource, hotel, tourism, production, sales, transportation, distribution, marketing etc. and many more. But here, I want to focus on the skill of self-management, something that I believe is the fundamental requirement for empowering the both, people and organizational success in the knowledge economy. There is ambiguity about the term, and in most discussions, *self-management* refers to a combination of behaviors that focus on how people manage themselves in their work and their life. Some authors define self-management through these six traits: self-control, transparency, adaptability, achievement, initiative, and optimism. Building self-management skills takes time and is a multi-year process. It requires time for people to find what works for them and to be given more autonomy and opportunity as they grow professionally. Our life is about goals. Rare person lives without an ultimate aim or a dream bird fluttering somewhere over a horizon. But reaching this goal implies performing thousands of petty tasks, everyday chores, meetings and actions. Planning these activities effectively is what self management is about. To survive in the world we have to manage our situation and to meet our objectives of life we have to plan, organize, direct, coordinate and control our self first and only then we can achieve objectives of our job or our business or even the organizational objectives. The present article throws a light on the aspect of self management, which is the need of today's highly competitive and stressed and so called time lacking environment.

## Introduction

Management is not just for managers, just as leadership is not just for leaders. We all manage, and we all lead; these are not actions reserved for only those people who happen to hold these “positions” in a company. I personally think of management and leadership as *callings*, and we all get these callings to manage and lead at different times, and to different degrees. Self management sounds like being your own boss, but it doesn’t mean setting up your own business. In fact it means taking responsibility for your own actions and doing things as well as you can. It shows you are able to organise yourself and offer your own ideas to any project. It’s about being the boss of YOU, not the boss of a team or company!

## Twelve Rules for Self-Management

1. Live by your values, whatever they are. You confuse people when you don’t, because they can’t predict how you’ll behave.
2. Speak up! No one can “hear” what you’re thinking without you be willing to stand up for it. Mind-reading is something most people can’t do.
3. Honor your own good word, and keep the promises you make. If not, people eventually stop believing most of what you say, and your words will no longer work for you.
4. When you ask for more responsibility, expect to be held fully accountable. This is what seizing ownership of something is all about; it’s usually an all or nothing kind of thing, and so you’ve got to treat it that way.
5. Don’t expect people to trust you if you aren’t willing to be trustworthy for them first and foremost. Trust is an outcome of fulfilled expectations.
6. Be more productive by creating good habits and rejecting bad ones. Good habits corral your energies into a momentum-building rhythm for you; bad habits sap your energies and drain you.
7. Have a good work ethic, for it seems to be getting rare today. Curious, for those “old-fashioned” values like dependability, timeliness, professionalism and diligence are prized

more than ever before. Be action-oriented. Seek to make things work. Be willing to do what it takes.

8. Be interesting. Read voraciously, and listen to learn, then teach and share everything you know. No one owes you their attention; you have to earn it and keep attracting it.
9. Be nice. Be courteous, polite and respectful. Be considerate. Manners still count for an awful lot in life, and thank goodness they do.
10. Be self-disciplined. That's what adults are supposed to "grow up" to be.
11. Don't be a victim or a martyr. You always have a choice, so don't shy from it: Choose and choose without regret. Look forward and be enthusiastic.
12. Keep healthy and take care of yourself. Exercise your mind, body and spirit so you can be someone people count on, and so you can live expansively and with abundance.

### **Three Key Self Management Skills**

Self management is about making a choice to do more than you need to, and it is a great skill to build for life and work. There are the three most important self management skills on which one should focus which are as under:-

- Initiative
- Organisation
- Accountability

**Initiative** means one is being able to work without always being told to do. One can show initiative by thinking and taking action as and when needed. It means using your head and having the drive to achieve. Initiative requires self belief and motivation which is needed to do the things without being reminded or asked.

Why is initiative important?

Employers often say they want staff who can respond to and deal well with problems. Highlighting to an employer that you can think for yourself or “show initiative” will be useful in many job applications and interviews. It’s a great life skill, too. Taking the initiative is what makes you phone a friend to clear the air after an argument you both regret, or decide you are going to take up volunteering, or do further education.

**Organisation** If you are organized in life and work it means you can plan your time and the things you have to do. You know very well that what the priority is. What to do and how to do.

Why are organisation skills important?

From managing your time to prioritizing tasks, and even having a tidy desk, being organised will help you improve your employability and also your life. An organised person will know what they need to do and when, where their pen is, and if it’s their turn to bring biscuits into the office. They make lists, have a calendar or diary, and are able to manage themselves in all areas of life and work.

As well as ensuring you don’t forget your lunch or turn up late to an important meeting, organisation will make you look more professional and help you get your job done more effectively. Employers really value strong organisational skills, as they know you will be efficient and do the work on time. Being organised also shows how much you care about your job. Arriving every day, being on time, and remembering everything you need is really important.

**Accountability** If you say to yourself that you are accountable, it means that you take ownership of the responsibilities that come your way. You take pride in your work and want to do it well to get the best results possible. You can be justly proud of the task’s success, and you accept responsibility if it goes wrong.

If a task you are responsible for doesn’t go well, you will make it your personal mission to look for ways to improve next time or find a better way of completing the task using your problem solving skills. This is still accountability. It’s not about the task being successful or not – it’s about your attitude to the task.

Why is accountability important?

Everyone loves to see you have a positive attitude and can be relied on to put the effort in when something needs to be done. If you're in a sports team, other people on your team know they can rely on you to give it your all. If you're working on a group project, going the extra mile to contribute – and doing it because you care, not just because you have to – means the project is more likely to go well and people will want to work with you in future.

At work, employers want to know that you will take the work they give you seriously and treat it as a chance to show you can be trusted with more important work in the future. Taking responsibility for yourself is a great way to get invited to work on really exciting projects as you build experience over time.

#### **Building self management skills at work will help you:**

- Turn up on time to important meetings and bring anything you might need (that counts for job interviews too!)
- Take pride in your work and get recognized as someone who really tries and cares
- Do your tasks better because you prepare in advance when you need to
- Seek out opportunities for work experience, training and more.

Good self management skills will give you more chances to move forward in your career, too. People can see you as someone who can handle responsibility and puts extra care into what they do, going above and beyond what's required. An attitude like this can help you get more opportunities, responsibility, training and promotions over time.

#### **How to build and improve self management skills**

Self management is about preparing for the future, owning your present and taking care in what you do – as well as learning how you could do better next time. Self management is a really important way to grow as a person, not just in the workplace. Babies are not responsible for anything they do. As we grow, we learn that it's important to take responsibility for yourself because there won't always be someone there to hold your hand with every step you take.

Here are some ways to build the three key elements of self management (initiative, organisation and accountability).

Ways to boost your initiative

- **Starts a project** – Having an idea and making the effort to follow it through shows great initiative.
- **Do a course in your spare time** – Choosing to develop your skills and knowledge shows employers how motivated and willing you are.
- **Volunteering** – Giving your time to a good cause makes you stand out and can help you to develop a range of skills. As an example, you could become a Youth Ambassador with Youth Employment UK.
- **Complete our Young Professional Training!** If you haven't done this yet it's totally free, and doing the training shows you are already taking the initiative to build your life skills.

Ways to develop your organization

- **Set yourself deadlines for projects** – Plan how you will achieve your goal. When do certain tasks need to be done and in what order?
- **Use a planner** – Use an online or paper tool that will help you manage your diary, tasks and important information.
- **Create a routine** – Set a morning routine to make sure you are ready for the day ahead.

Ways to develop accountability

- **Own the task you're given** – When you are given a task by anyone (e.g. a teacher, boss or parent/career) doesn't think of it as a task someone gave you. Say to yourself : “this is my task. The passion I put into this task reflects on me as a person, and I am ready to take pride in what I do.”

- **Go the extra mile to do things as well as you can** – If you have been assigned a task or activity and it is not going well, think about what extra steps you could take to make it better. Is there someone you could talk to? An extra action you could take? A new way you could look at the problem?

### **Contribution of Management in developing the Self Management Skills**

Management is very important for every person to achieve success in his career and overall life. It helps deliver a better performance and achieve goals in the stipulated time period, making one successful.

Have you ever thought why a particular businessman makes more profit than others? And why the others fail to achieve their goals in spite of being in supportive and favorable conditions? The answer lies somewhere in management skills. These skills help deliver a better performance and achieve goals in the stipulated time period, making one successful. You may be a businessman, artist, student, employee, or a trainee! If you are wondering what personal management skills are, then it is nothing but the way one manages his own life. According to Simon Oates, "It refers to the ability of oneself to exercise control over one's attitude, behavior, emotions, and motivation." It is very important to possess these skills, as today people are not judged only by their academic achievements, intelligence, and expertise, but also by how they handle and manage themselves and those around them.

### **Management Skills**

**Communication Skills-** It tops the list of management skills, be it personal or professional. As someone rightly said that the way we communicate with others and with ourselves ultimately determines the quality of our life. It is almost impossible to develop your management skills without communication skills, because if you cannot listen to your own inner voice, then how you would communicate with others? Hence, it is essential for you to develop good communication skills that can not only help you convey a message, but also help motivate, encourage, and inspire others and your own self.

**Self Development skills**-Personal management would be incomplete without self development skills. They say no one is perfect, but it does not mean that you should stop striving for perfection. The more you try to perfect yourself, the more you improve. You must always analyze and evaluate your performance, not only regarding your career, but also regarding personal life. You must always remain open for suggestions, and should take criticism in a healthy manner. It actually paves the way for improvement. Plan your own goals and aims, and make sure that you proceed as per the planning to hit the bull's eye.

### **Others**

- Planning skills
- Time management
- Crisis management
- Financial management
- Positive attitude
- Constructive and responsible behavior
- Decision making
- Adaptability
- Goal setting
- Execution skills
- Listening skills
- Problem solving
- Stress management
- Developing self-confidence
- Self discipline
- Emotional stability
- Strategic thinking
- Interpersonal skills
- Observation skills

These were some of the most decisive factors that would help develop self management skills. These skills help lead a stress-free life with confidence and optimism.

## Conclusion

Self-management practices have a larger impact on the quality and quantity of individual output and personality. Improving self-management skills is key to increase all productivity dimensions and in particular the quality of the output. This article contributes to a better understanding of the self-management practices on different levels and dimensions. It is a blend of the various skills to improve the creativity, problem solving, self discipline, strategic thinking, interpretation, analyzing skills etc. in the combo.

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