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Managing Self



Managing Self

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- Pre requisite of a good manager.
- Important skills on self management include:
emotional competencies,
time management, and
effective communication

Emotional competencies contribute to not only improving professional performance but also good social and family relations.



Self

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□ What is Self?



Self-awareness

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- Foundation of personal growth and success.
- 'keystone' of emotional competence.
- The more we are aware of our feelings, the better we can control our behaviours and understand those of others.



Significance of Self Awareness

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- ❑ It helps to get better, because one should know how well he/she currently are doing.
- ❑ It helps to make the right decisions, because you know the blind spots.
- ❑ It helps to do great work, because you remember past mistakes and address them.



Methods of creating Self-awareness

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- Self analysis
- Reflection past events
- Critical incidents
- Managing from inside out



EMOTIONAL COMPETENCIES



What is Emotion?

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- Understood as a movement in our state of mind.....excited state of mind
- Any kind of feeling
- May manifest in various forms, e.g. love, fear, anger, excitement, embarrassment, disgust, etc.
- Expressed or suppressed



Why It Matters.....

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- ❑ Academic intellect is not enough
- ❑ Technical proficiency does not win the prize
- ❑ Self management and effective interpersonal relationships made the difference between success and failure
- ❑ Managers have a profound impact on the organization that they lead



Emotional Competencies

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Four components of emotional competencies

Competencies/ Skills	Self	Others
Awareness	<p>Knowing one's emotions</p> <p>Perceive one's emotions early</p> <p>identify triggers which generate own emotions</p>	<p>Knowing others' emotions</p> <p>Reading emotions of others around us</p>
Managing	<p>Self-management of emotions</p> <p>Not behaving under the influence of emotions i.e. not letting emotions hijack one's behavior</p>	<p>Managing others' emotions</p> <p>Managing emotions of others around us to achieve results</p>



Understanding Emotional Intelligence

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Emotional intelligence (EI) is the capacity for understanding own feelings and the feelings of others, for motivating self, and for managing emotions effectively in relationships.



Understanding.....

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- It is essential in effective leadership and has a direct impact on work performance.
- Research at the Center for Creative Leadership has shown that the primary cause of executive turnover was individual deficiency in the area of emotional competence.



Assessment



If you have High EQ:

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- are able to admit and learn from mistakes
- can take criticism well
- stay cool under pressure
- are able to control your emotions
- can conduct thoughtful discussions
- listen at least as much as you talk



Managing emotions

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Need to manage some specific types of emotions specifically to avoid negative attitude and to have positive attitude.

e.g.,

Positive Emotions	Negative Emotions
Love (affection), Joy	Anger , Stress (anxiety), Hurt, Guilt , Fear (shyness)



Managing Anger

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- Aristotle highlighted the importance of emotional competencies when he said, “Anyone can become angry – that is easy. But to be angry with the right person, to the right degree, at the right time, for the right purpose and in the right way – this is not easy.”

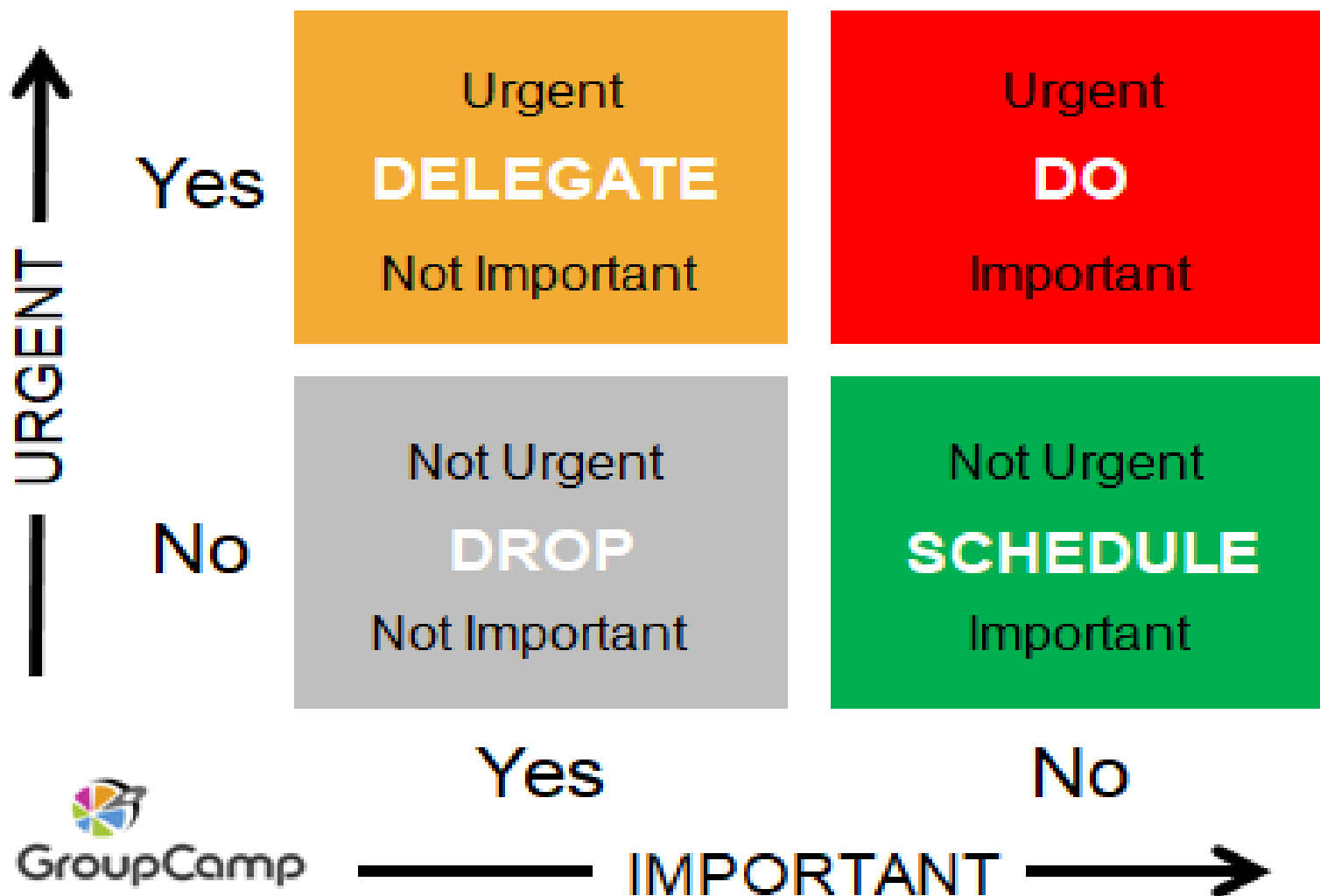


Managing Time



Time Management

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Time Management

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- It's not just about scheduling.
- Good time management also requires
 - discipline,
 - quick thinking,
 - knowing how and when to delegate,
 - knowing when to use strategies for dealing with procrastination, distraction, and unplanned events.





Effective communication for Self Management



Managing Positivity

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- Develop a positive outlook by having long-term and short-term goals
- Motivate yourself to achieve them with constant stream of positivity.
- Keep your eyes on the end-goal and do something everyday to get one step closer.
- Always acknowledge your success.



THANK YOU