Self Management

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Self concept

- The term self refers to someone thinks about and perceives himself or herself
- A set of characteristics (abilities, ideas or behaviors) s/he possesses or does not possess
- It is multi-dimensional, incorporating our views of ourselves in terms of several different aspects (e.g. physical, emotional, spiritual, professional)
Components of Self

- The view you have of yourself (self image)
- How much value you place on yourself (self esteem or self worth)
- What you wish you were really like to be (ideal self)
  - Actual self
  - Perceived self
Self Management

- Self-awareness lies at the heart of the ability to master one-self.
- Developing self-control and clarifying priorities and goals help individuals create direction in their own lives.
- Managing time and stress make it possible for individuals to adapt to and organize surroundings.
Barriers to Self Management

- **Perception**— Stereotyping, tunnel vision, single perspective, saturation

- **Emotion**— Fear of mistakes, unwilling to take risks, immediate solutions, premature judgement

- **Culture**— Use of value judgment

- **Environment**— Organizational practices, lack of cooperation and trust
Self-Management Process

- Understanding of self through self-awareness activities
- Setting goals
- Preparing action plans to achieve the goals
- Implementing the activities
- Assessment
Basis of Self Management

- Self awareness lies at the heart of self management

- Creating self-awareness:
  - Self analysis
  - Reflection of past events
  - Critical incidents
  - Managing from inside out
Johari Window

<table>
<thead>
<tr>
<th>Unknown to Others</th>
<th>Known to Others</th>
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<tbody>
<tr>
<td>Hidden Spot</td>
<td>Open Window</td>
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<tr>
<td>Unknown Window</td>
<td>Blind Spot</td>
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Known to Self

Unknown to Self
Open Self

The open area is that part of an individuals’ conscious self – his/her attitudes, behavior, motivation, values, way of life - of which they are aware and which is known to others.
There are things about people which they do not know, but that others can see more clearly is the blind self.

When others say what they see, in a supportive, responsible way, and people are able to hear it; in that way they are able to test the reality of who they are and are able to grow.
Hidden Self

- Hidden area of self be known to others unless it is disclosed.
- The degree to which we share ourselves with others is the degree to which we can be known.
Unknown Self

We are more rich and complex than that which we and others know, but from time to time something happens - is felt, read, heard, dreamed - something from our unconscious is revealed. Then we "know" what we have never "known" before.
Increasing Self-Awareness

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<tr>
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<tbody>
<tr>
<td>Reduce Hidden Area through Disclosure to Others</td>
<td>Open Window</td>
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<tr>
<td>Reduce Blind Spot through Feedback from Others</td>
<td>Known to Self</td>
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<td>Unknown to Self</td>
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Self development 2/27/2020
Significance of Self Awareness

- to get better, because one should know how well s/he is doing.
- to make the right decisions, by knowing the blind spots.
- to do great work, learning by past mistakes and address them.
Process of organizing and planning how to divide time between specific activities

Failing to manage time damages one’s effectiveness and causes stress
Action Priority Matrix

Makes easier to make decisions and sets out clearly which activities must be finished on time and which activities can be omitted or performed at a later time.
Quick wins - high Impact low Effort

- These activities can be completed routinely without affecting quality and they support the business continuity process.
- Focus on these quick wins as much as you can.
Major projects - high Impact and a High Effort

- Gives good return for organization but take a long time to complete.

- Make sure that major projects do not crowd out the Quick Wins. It is important to pay much attention to these Major Projects, so that the execution of the activities can be mastered well.

- Working quickly and efficiently can be helpful in this
Fill Ins - low Impact and a low Effort

- These are low-priority activities that can be dealt with at a later time.
- It often stagnate activities with a higher priority.
- Perform these tasks when you have got the time to do so.
Hard Slogs “thankless tasks” – low Impact but require a high Effort

- Avoid Hard Slogs and(outsource them to) experts. If you do not do this, thankless and energy consuming tasks will yield low returns and there will be too little time for more important business.
Time Management
Prioritizing the task

- Focus on role and responsibility
- Ask yourself, “what is the more important things for me to be doing at this time?”
- Analyze and adjust scheduling as needed
- Ask yourself – is your schedule is balance (work, family time for self)
- Consider if the action is what you want or need to be doing right now; if not, say “No.”
Consider the four points that help in decreasing stress

Nothing and no one can “make” you feel anything

“No one can drive your car unless you give them the keys.”

You cannot control others’ actions, but you can be responsible for your reactions
Dealing with Stressful Situations

Exchange attitude for gratitude

"Life is 10% what happens to us, and 90% how we react to it."

Relax (Me Time)

taking time to yourself for rejuvenation and relaxation (Yoga, Meditation, Quite time)

Look at the big picture

Ask yourself “how important is this?” If the answer is no, it’s likely not worth your time and energy.
Self-Management Process

- Set goal (s), performance objectives, and challenging but realistic expectations
- Develop an action plan, concrete and manageable steps
- Make a commitment
- Overcome obstacles, evaluate your own performance
- Assess the progress
Key Take Away

- Open to experience
- Existential living
- Trust feelings
- Creativity
- Fulfilled life
THANK YOU