

# Self - Management

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# Definition of Self-Management:

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**Management** by oneself of oneself or one's affairs **Self-management** is about finding the **self-control** and mastery needed to take control of one's work (e.g., to **manage** one's time, workflow, and communication)

# Self-Management Skills

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- Self-management skills are those characteristics that help an employee to feel and be more productive in the workplace. Key examples of self-management skills are:
  - Problem solving
  - Resisting stress
  - Communicating clearly
  - Managing time
  - Strengthening memory
  - Exercising often are all.

# Procrastination

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- Procrastination is the avoidance of doing a task that needs to be accomplished by a certain deadline. It could be further stated as a habitual or intentional delay of starting or finishing a task despite knowing it might have negative consequences...

*\*\*\*Time management and procrastination are related: managing your time effectively can help you to feel in control of your workload, increase your productivity and improve your confidence*

# Four Main Causes of Procrastination

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- 1. Fear of Failure
- 2. Excessive Perfectionism
- 3. Low Energy Levels
- 4. Lack of Focus

# Time Inconsistency

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*Tendency of the human brain to value immediate rewards more highly than future rewards.*

# Future & Present Self

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## Future Self

- Researchers have found that when you think of your “future self” it is quite easy for your brain to see the value in taking actions with long-term benefits. The Future Self values long-term rewards.
- Goal Setting: Exercising, learning a language or writing a book
- Envisioning What you want for your life

## Present Self

- The Future Self can set goals, only the Present Self can take action
- When the time comes to make a decision, you are no longer making a choice for your Future Self. Now you are in the present moment.
- Present Self really likes instant gratification, not long-term payoff.
- Present Self and the Future Self are often at odds with one another. The Future Self wants to be trim and fit, but the Present Self wants a donut.

# Harness the Power of Quadrant II

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	Urgent	Not Urgent
Important	<b>Quadrant I</b> Example: Staying up all night cramming for an 8:00 A.M. test.	<b>Quadrant II</b> Example: Creating a study group in the first week of the semester.
Not Important	<b>Quadrant III</b> Example: Attending a hastily called meeting that has nothing to do with your goals.	<b>Quadrant IV</b> Example: Mindlessly watching television until 4:00 A.M.

# Choices of Successful Students

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## Successful Students

- **act on purpose**, choosing deeds that move them on course to their goals and dreams.
- **employ self-management tools**, regularly planning and carrying out purposeful actions.
- **develop self-discipline**, showing commitment, focus, and persistence in pursuing their goals and dreams.

## Struggling Students

- wait passively or wander from one un-purposeful activity to another
- live disorganized, unplanned lives, constantly responding to whims of the moment
- quit or change course when their actions don't lead to immediate success.

# Strategies for Effective Time Management

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1. Make Weekly Schedule
2. Check Schedule Daily
3. List and prioritize activities
4. Schedule study time close to class time.
5. Read assignment before class
6. Establish a regular study schedule
7. Take planned breaks
8. Use peak energy times for school work
9. Use “down time” wisely
10. Include leisure activities in schedule
11. Get enough sleep
12. Reward yourself for academic effort

# YouTube Video on Procrastination

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<https://youtu.be/Qvcx7Y4caQE>

<https://youtu.be/1nBwfZZvjKo>

<https://youtu.be/arj7oStGLkU>