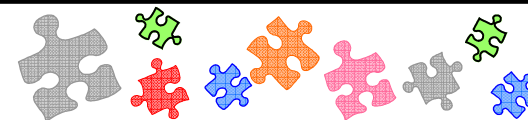


SELF-MANAGERS Learning Mat



Reflecting on my *self-manager* skills

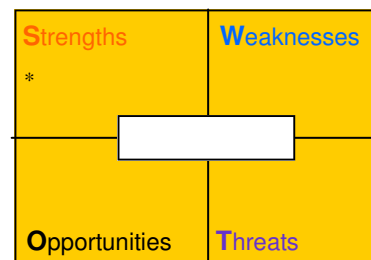
Below are some of the skills you need to be a self-manager. Traffic light each of the skills in turn so you are aware of which you need to develop further. You can do this at any point during your focus on this important skill to see how you are progressing...

- I'm setting off
- I'm on my way
- I'm getting nearer
- I've arrived!

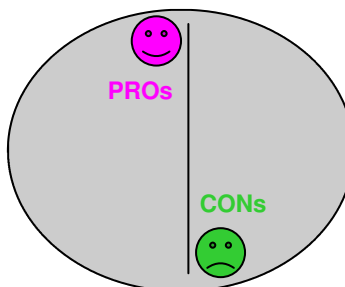
Seek out challenges or new responsibilities and show flexibility when priorities change (SM1)	<input type="radio"/>
Work towards goals, showing initiative, commitment and perseverance (SM2)	<input type="radio"/>
Organise time and resources, prioritising actions (SM3)	<input type="radio"/>
Anticipate, take and manage risks (SM4)	<input type="radio"/>
Deal with competing pressures, including personal and work-related demands (SM5)	<input type="radio"/>
Respond positively to change, seeking advice and support when needed (SM6)	<input type="radio"/>
Manage my emotions, and build and maintain relationships (SM7)	<input type="radio"/>

SWOT Analysis

- This is a useful tool for all kinds of decision-making
- Define the subject of the analysis in the middle of the chart.
- List as many SWOTs as you can.



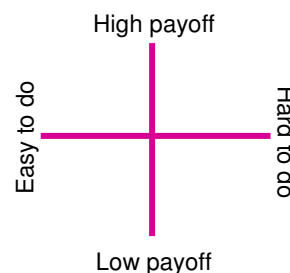
PROS & CONS



- Anticipate a course of action
- List the Pros (advantages) and the Cons (disadvantages)
- Reach a considered judgement.

Priority Grid

- Helps to prioritise tasks
- Allows consideration of how tasks need to be approached.



What's in my toolbox?

Think of 5 practical strategies to help you cope with:



If you think you can do a thing or think you can't do a thing, you're right

Henry Ford US automobile industrialist 1863-1947

To-Do-List

A-F

1.	
2.	
3.	
4.	
5.	
6.	

Get Organised!

It is easy feel overwhelmed by the amount of work you have to do? Perhaps you just sometimes forget to do something important, so that people have to chase you to get work done? Writing a *To-Do List* may help. They list everything that you have to do, with each task prioritised from most important to least important.

By keeping a *To-Do List*, you will be able to see at a glance

all of the tasks you have to complete. This is essential if you're not going to forget things. And by prioritising work, you plan the order in which you'll do things, so you can tell what needs your immediate attention, and what you can leave until later.

It's a GOAL!

A goal is something you want to achieve. People who are good at working towards a goal can break a big task into little achievable tasks.



GOAL:



STEP 5:



STEP 4:



STEP 3:



STEP 2:



STEP 1:

By the end of this lesson I will...

By next lesson I will...

By.....



SELF-MANAGER

When developing as a *self-manager*, the following words may help you to focus on some of the skills needed along the way.

challenge	responsibilities	flexibility
priority	change	relationships
manage	demands	self-reliance
respond	initiative	emotions
risks	organisation	anticipate

E + R = O : Event + Reaction = Outcome

Remember this formula as a useful way to manage stress and emotions. Practise applying it in everyday situations to see if you can't bring about more positive outcomes...