

**Principles of Management**  
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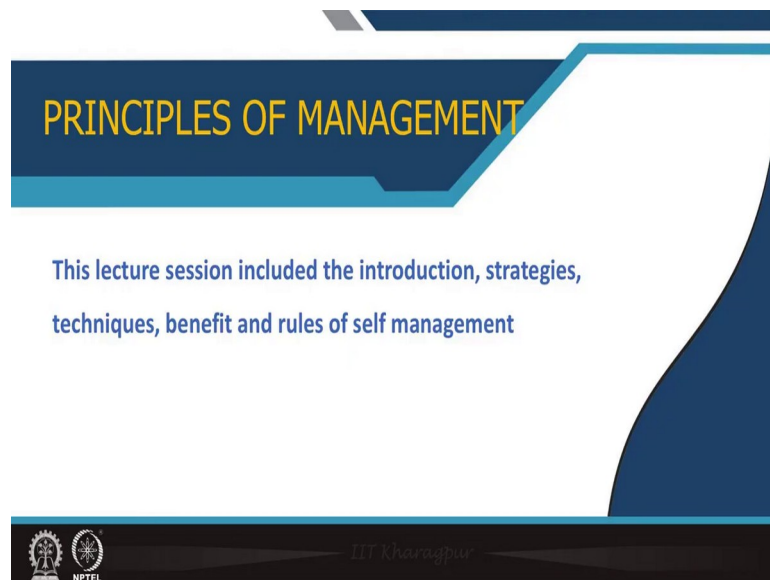
**Module - 04**

**Lecture - 20**

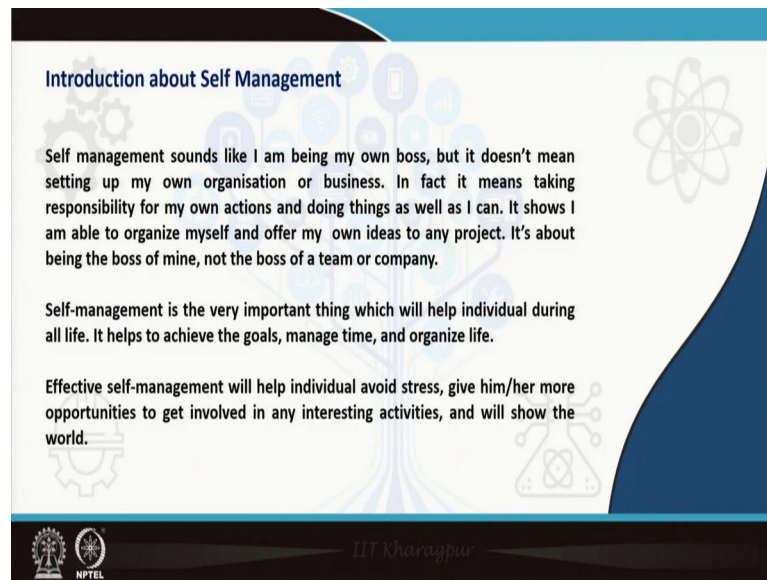
**Introduction, strategies, techniques, benefits and rules of self Management**

Welcome to lecture 5 on module 4. This is our last lecture in this module. Today, we are going to discuss about the concepts of Self Management, strategies and techniques and benefits and rules of self Management.

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**Introduction about Self Management**

Self management sounds like I am being my own boss, but it doesn't mean setting up my own organisation or business. In fact it means taking responsibility for my own actions and doing things as well as I can. It shows I am able to organize myself and offer my own ideas to any project. It's about being the boss of mine, not the boss of a team or company.

Self-management is the very important thing which will help individual during all life. It helps to achieve the goals, manage time, and organize life.

Effective self-management will help individual avoid stress, give him/her more opportunities to get involved in any interesting activities, and will show the world.

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You know you will be wondering in a course and say you know principles of management, why would one learn about a self management? See self management is very important because you assume that you know you are becoming a manager in one organization. So, though as a manager, you need to perform certain rules, there are you know responsibilities for your decision making, planning.

Of course, these are all very important you know organizational level goals which is you know given on a manager; but as a manager, you are an individual in nature right. As an individual, you need to create develop certain self-management skills so that you know it will become a very helpful factor being a manager to perform certain set of activities in an organization. So, that is why you know self-management is also coming part of this course this is going to you know help you to you know make yourself you know better self-managed person so that you know as a manager you will be very successful ok.

Now, let us learn about the concept of self-management. Self-management is nothing but you know you are being boss for your own self. You know it is not like you know your being a boss for a team or it will be being a boss for an organization or a business unit or for a team or a group, it is a you are being a boss for your own self. How you are become a boss? How you are becoming a successful boss for your own self, right?

It shows that you know I am able to organize myself better, offer my own ideas to any projects, it is about you know being boss of mine, not the boss of a team or a company

self management is very important thing which will help individual during all life right. It is not only for being a manager, you know self management is going to help you with being very successful individually also. It is not only professionally, being personally also you have been very successful. You know self management will help you know able to achieve your goals, manage time in a better way and organize your life.

This will make you a very successful person in terms of your you know personal life as well as the professional life. You know effective self management will actually help individual to avoid going through the stress, you know give the individual more opportunity to get involved in any interesting activities and it will also you know help you to groom yourself as the you know better person right.

Self-management as I said, you know it is actually going to help you being very organized, so that you know you are able to be free from the stress and then, you are able to you know spend a lot of quality time on the interested activities you wanted to do and eventually, it is going to help you to you know grow as a better individual than being an ordinary individual right ok.

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**Strategies of Self Management**

Several strategies exist to improve self management. Which have been discussed below-

- Try not to stop, and should not leave situations as like they are, keeping involved continuously, watch and then working on the strategy.
- Keeping close observation on the things that surrounds us, evaluate everything, and think through risks.
- Always making reinforce and aggravating thoughts, words, actions with more facts.
- Keeping own self, stop of making excuses – instead of that work on new challenges learning from previous mistakes.
- Focusing on effort, not focusing on results.
- Using positive thoughts and phrases for a better cooperation.

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Let us look at the some of the strategies to improve the self management ok. First, try not to stop; you know you should not leave the situation as like that. For example, you are seeing certain situations and you see you cannot just leave the situation as such, you need to you know involve continuously, so that you know you will work on some strategies to

improve the existing situations. For example, let us say you know you are seeing something which is not a happening, which is not actually you know moving in a right direction, you cannot just you know simply leave that particular place because you know it is not improving.

You know you need to work continuously and you develop some you know come up with some strategies to improve with the existing situation to a better condition right. So, that will actually you know I have given you lot of strategies to you know improve your self-management.

Then, keeping close observation on things that surrounds us. You need to look at very consciously what is happening around us, you know evaluate everything and think through the risks. The you know, it is very important you know how you are being very conscious about your own involvement.

Being conscious about your own involvement, being conscious about your own self which is very important than being understanding what is my business about right. So, because you know there are always you know associated risk, just to looking at your surroundings.

If you are unaware about your own surroundings, you cannot be a better manager right. To be a better manager, you need to be a better manager of your own self. So, for being a better manager of your own self, you need to make lot of consciousness towards yourself, towards your immediate involvement, what is happening and you know evaluate everything and understand what are the risks associated with it right.

Then, always making you know reinforcing and aggravative thoughts words actions with the more facts; you know try to develop more facts, you know collect more information to understand certain things rather than you know making your own judgements. You know collect more factual information's you know supply with lot of information, so that you know you are able to support the facts whatever you are talking about and keeping own self not making excuses, do not make any you know excuses instead of that you know work on a new challenges learning from the previous mistakes.

You know do not say that you know yes, I made the mistakes rather than making the mistake you take it as a challenge, learn new things and you know you improve from the

previous mistakes. It is always you know you learn from the mistakes you know you learn and take up the challenge and focus on efforts, not on the results. It is always you know you should enjoy the process not the end result because you know end result maybe positive negative, maybe you know happy ending or a you know negative ending. But you know the process is important.

Why is the process being important? Process is going to provide you lot of opportunity to learn many things right; the way you handle a problem, the way you approach a problem. The process will actually help you to you know develop certain skill set; you know maybe you know you would have handled certain people, then you would have help you to learn or you know create learn some soft skills right.

Soft skills you know managing people, how do you maintain a better relationship with the people. You know that is actually going to help you in even your professional activities right, even you are at work with a team you would have learned certain things you know skills you know how to manage a people with the different backgrounds, you know how to manage a people with the different demographics, how to manage a people with you know different gender.

So, that will actually help you to you know apply in your professional sphere so that you know you should enjoy the process, not the end results. You know always looking you know using positive thoughts and phrases for a better corporation, you know use positive thoughts and processes you know so that you know people in have a better corporation ok. These are some strategies for the self management.

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**Techniques of Self Management**

In their professional practices, managers have to adopt some techniques of self management, which may be briefly discussed as-

- New initiative may be taken by starting a project or activity depending on the own idea. For example, if someone always wants to start own blog, then may think to go for it.
- Sometimes one can volunteer for charity events and come up with great ideas to make them even more successful, offering unique skills or services
- In case a group or a team work based project, as well as building a new teamwork skills, someone can learn from someone else and contribute their own ideas so that both can grow with self respect.
- Volunteering at a charity shop or reading with colleague every week shows initiative and also helps to understand the value of service to others.

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We will learn some of the you know techniques of self managements in the professional practice. You know manager have to adopt some techniques of self management. See as I said you know how this self management is actually helping because as a manager, you are an individual. As an individual, you need to manage yourself better so that you know you as a professionally, you will also be in a very successful ok. You need to take lot of initiative by starting a new project or you know engaging a new activity.

For example, you know you wanted to start your own blog and you may then, you need to start thinking about what kind of blog I can create; you know you know write about it, think about it, you know implement you need to. When you think of new initiative, you need to start doing it things right and then, you know then that is important because when this actually will help you as a manager also. When you think of some activities, you will have going to implement it. How you will implement?

You will you know apply lot of thought process in to think about what kind of an initiative I can do so that you know some changes, I can bring into my team, existing team. So, that you know my efficiency is actually increasing right. So, sometimes you know you can also volunteer for a charity events or come up with a greater idea to make the events even more successful, offering unique skills or services.

For example, you know let us say you know now every company have certain volunteering programs, you can also participate. By participating in the volunteering

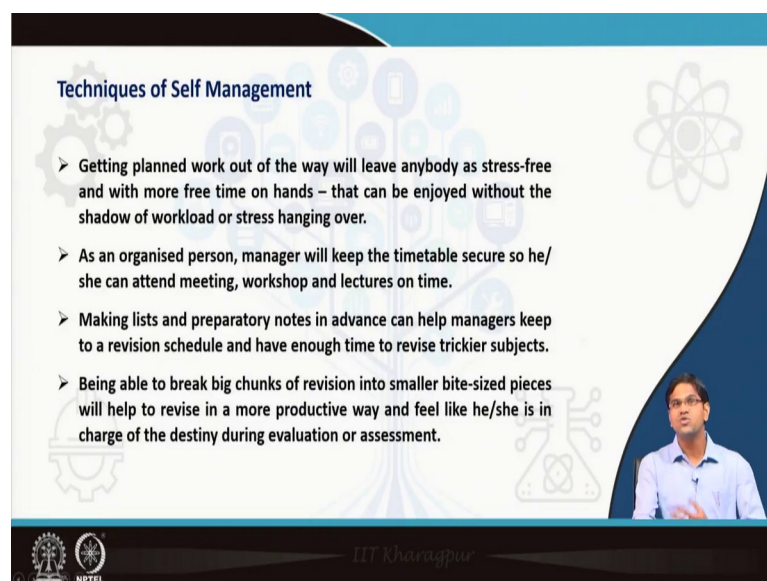
program, you will be able to learn lot of skills. You know for example, how to interact with the you know other places, how to you know interact with the other stakeholders, you know deciding on the kind of activity I wanted to do, what kind of a charity activity we can do.

Even the charity activity, you can always see you know how we are going to you know pull the resources. For example, you know you need financial resource, you need human resources. Human resources are very important. How we are going to attract people or how we are going to convince people persuade people to participate in the volunteering activity?

You are actually learning lot of you know soft skill related techniques which will be eventually will be very helpful to apply back in your workplace right. Then, you know in case if you are you know working on a team-based projects, building a new team skill, someone can learn from someone else and contribute to them you know.

You always learn from each other, you know when you are working with a group, engage with the group. Then, you are actually learning from the other people also and you can also contribute compliment the other member through your own ideas, you know you are collectively learn with each other and then, you know by other again you know with the volunteering at a charity shop or reading with the colleagues every week shows initiative and also help understand the value services to each other.

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**Techniques of Self Management**

- Getting planned work out of the way will leave anybody as stress-free and with more free time on hands – that can be enjoyed without the shadow of workload or stress hanging over.
- As an organised person, manager will keep the timetable secure so he/she can attend meeting, workshop and lectures on time.
- Making lists and preparatory notes in advance can help managers keep to a revision schedule and have enough time to revise trickier subjects.
- Being able to break big chunks of revision into smaller bite-sized pieces will help to revise in a more productive way and feel like he/she is in charge of the destiny during evaluation or assessment.

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Because as you know individual, you are having to learn certain value systems by interacting with lot of people and you know getting planned work out of the way and will leave and anybody as stress free you know. Keeping your things in a planned way which will actually make a person stress free.

At the moment you plan things you know; you know meticulously when you are planning things very meticulously. What will happen? You know; you are we will have enough time to you know spend on other activities. If there are you know unplanned activity, what will happen you know it will actually consume lot of your time.

You know you do not have not planned you know what to do, how to start things you know let us say you know I wanted to go, you know use my time effectively like this, then you know it will give you lot of opportunity to have more time to spend on learning other things right. You can also devote more time on the other activities so that you know you can be stress free. Then, as an organized person, know manager will keep the timetable secure so that you know he or she can attend meetings, workshop and lecture on time.

So, you need it to be very organized person. For example, you know putting your you know time schedules in a clearly mannered so that you know you are you are very organized. You know, you are so that you know you will be able to attend lot of meetings, workshops or lectures on time, you need to.

Because you know as a manager, you need to keep you learning new things; unless otherwise, you do not devote time, being an organized person; then it is very difficult to learn new set of skills or new lot of techniques for a managing your own team you know or at least a up skilling yourself so that you know you become very successful manager..

Making lists and preparatory notes in advance which is an important technique for self management right. For example, if you wanted to visit one place, you need to make the list ok.

Let us say you know tomorrow; I am planning to visit one place. Now, you need to make a list ok; what are the things I should do, what are the places you should visit? And for example, if you are going to attend a meeting, you need to have a preparatory note ok;

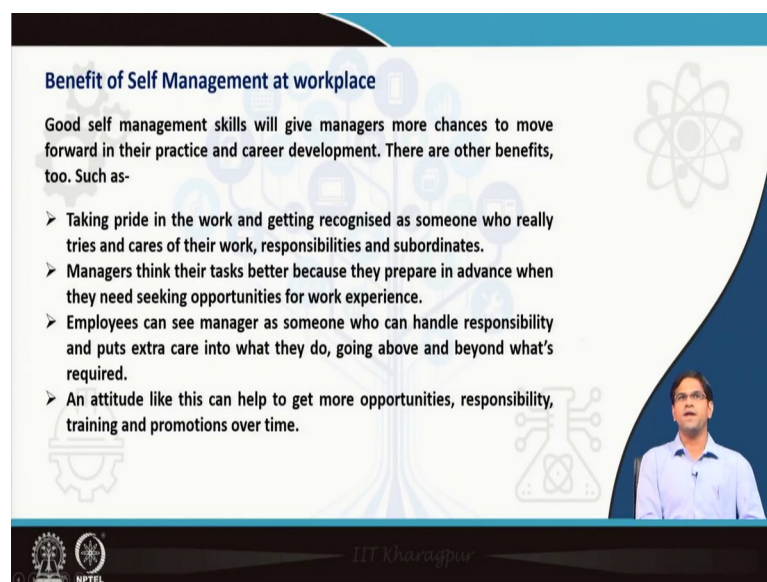


what is this meeting is about, how many people are coming, what the main purpose are, how I can you know contribute, what is my role in the meeting?

You need to prepare notes in advance so that you know managers can keep a revision schedule and then have enough time to revise you know trickier subjects. So, it you know it is always important that you know you have a better list and prepared notes so that you know it is very helpful as a manager and you know being able to break big chunk of revisions into a smaller bite sized pieces which will help you to revise in more productive way. You know when there is a big chunk of information is provided to you or the plans are provided to you, it is always important that you broke down to a smaller piece.

So, then it is always you know very easy to revise in any changes required you know productive way and you know you can always you know use that you know bite sized pieces of the information broken down the information that will actually be very helpful to manage the activity in a better way and you know that will also help you as manager to use it then.

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**Benefit of Self Management at workplace**

Good self management skills will give managers more chances to move forward in their practice and career development. There are other benefits, too. Such as-

- Taking pride in the work and getting recognised as someone who really tries and cares of their work, responsibilities and subordinates.
- Managers think their tasks better because they prepare in advance when they need seeking opportunities for work experience.
- Employees can see manager 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 to get more opportunities, responsibility, training and promotions over time.

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Now, we also learned about you know certain techniques of self management. Now, let us see you know the benefits of the self management at workplace, you know that is very important that is where the you know connection of you know why self management in the course of principal management comes into a place. You know good self

management skill will give managers more chance to move forward in their practice and career development that is the important reason why self management is a part of a principal management course.

But it is you know only a one session, but you know you see the benefit of the self management will have a larger impact on your professional career because you know it will actually help as a manager to move forward and grow and you know look at the bigger prosperity and you know prospection in career ok. So, now, you know let us see some of the benefits you know. Taking pride in work and getting recognized as someone, who really tries and cares for their work and responsibility and super you know subordinates right.

See it is very important, when you are a self managed person you know you will be able to take pride in work and getting recognized by the people. They will feel you know this person is really organized; you know he takes you know he plans things very meticulously. How this comes?

It is not the you know role of a manager. It is the personality of the individual. The self management of the individual is actually getting reflected getting notified and you been observed. Sometimes imagine, you are a team member and you know how you will potentially become a team leader.

If you are a self managed person, you are organizing yourself really well; then, that become your quality that your organization will observe you and then, provide you an opportunity become a manager right and manager think their task better because they prepare in advance when they need to seeking opportunity for work experience here.

See when a self management practice, for example, you wanted to go for a meeting you are preparing yourself what kind of you know initial work I should do so that you know I am better prepared for the meeting that will actually reflect when you become a manager that habit will actually you know reflect in your managerial practice also.

What will happen, if there is a meeting going to happen with your board level? You know because as a self you know individual, you have the practice of you know preparing yourself for a meeting upcoming meeting. So, as a manager, you will actually you know do that practice you know you will prepare better in advance so that you know

you actually have a better advantage in the you know meetings. Then, employees can see manager as someone who can handle responsibility and put extra care into what they do and going above and beyond what is required.

So, you know as a self managed person, you know the employees also believe that you know looking at who has an individual, this manager absolutely great person who can go beyond, you know think analytically and you know try to address the you know problem very comprehensively.

So, that kind of an impression, it will be created among your subordinates. So, subordinates what will happen? They will look out to you for the you know suggestions or look out to you as a leader. They will take you as an example to learn from you right. So, that is the benefit of self management at the workplace and you know the attitude like this can help you to get more opportunity.

You know when you are self managed persons, it will actually create more opportunities and it will give you lot of opportunity to learn new responsibilities and training and promotions over a time.

So, when you are really if you are a self managed persons, it is definitely going to provide you lot of benefit in terms of you know giving you more opportunities, you know challenging opportunities and promotions on a longer period of time because you know the this particular individual you know attitude, it will actually going to been observed by the management and management will reward you with the promotions ok.

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**Skills for Self Management**

- **Stress management:** Every job has stress. From time to time we face situations where we need to be very resistible. There should have an exercise to leave the work at work, and think only about things that surround while at home. In such a situation, manager won't have bad appearance and nerves, which aren't good friends in self-management.
- **Time management:** Every person knows that time is a very precious thing. The manager knows it even more. If someone trains own self to be effective, time management will become inherent. To train successfully always prioritize the things it require to do, remove waste and redundancy, communicate with team and share information.
- **Staff management:** Allocation of tasks, resources and authority to subordinates are the key functions to managers which can be professionally handled through application of self management skills based on acceptance, avoidance, suppression and appreciation.

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Now, skills for self management; what are the skills you know required? You know stress management is one. A stress management every job has a stress; you talk about any job, you talk about people at the front office, people at the manager level, people at the you know higher level or top level, CEO, CFOs or COO, anybody you talk about every job has got their different kind of a stress right. From time to time, you know we face situations where we need to be very you know resistible you know.

So, we need to you know learn how to manage the stress in. For example, you know how are you going to manage your work and life balances, work life balances right. So, like say for example, you learn how much of time I can spend on work ok, how much of time I should you know quality time I spend with my family. So, now, how do I differentiate between these work sphere and the life sphere. If I know, let it do overlap between my life and the work; then, it is actually creating lot of stress right. Let us say you know you carry your personal works at you during your office time, then that is actually interfering your work, then what will happen?

Some of your professional work has been pending, then that is actually creating lot of stress for you. Similarly, you know if you are actually carrying the lot of workload to home and you know you are actually failing not to do your you know personal activities; what will happen now?

That will actually create a lot of glitches which will actually create a lot of stress on you. So, stress management you know even to start with you know handling work life balances, you know how you need to keep your work sphere and then, your life sphere and being separate it you know do not overlap with each other.

Then, time management. Time management is a very important self management skill and that is also very important for a manager also. You know every person knows the time is a very precious thing right. The manager knows it even more.

A manager knows you know if I just not spend a you know not bothered about the time, then you know your productivity goes away you know. That is where the productivity and efficiency, we are talking about always you know always goes with the time. If someone trying once have to be very effective time management you know, then you know it is going to become a very successful.

You know to in order to have you know develop this time management skill, you need to always you know try to prioritize things and you need to remove waste and redundancy. For example, you put the schedules and schedule and see where there is redundancy, where I am seeing the you know this particular time is you know wastage of time, how I can effectively use it at the workplace or even personally also that kind of time management skill will actually help you.

For example, you know you wanted to do spend some time here and then, eventually you get carried away. For example, you know when now we are also fond of you know using mobile phones and you know mobile application and social media networks, maybe you know you wanted to do watch the you know Facebook for 10 minutes.

Then, eventually you see you know you get lost in the Facebook and for more than 2 hours a time. So, then the time management is very important, you know how much of time you wanted to do or to particular activity, how much of time you wanted to be spend for your professional activity, let us say you know you know upskilling yourself, reading about new things, new happenings, development in the business.

So, you need to devote time and try to prioritize those time and then, be strict and try to follow the time patterns you decided upon. So, time management skill is a very important professional practice also.

Then, staff management. Staff management you know you need to learn you know allocation of task, resources authority to subordinates you know who you know what kind of a task allotted to you know some which person to do which activity, you know it is very important you know resource and it is an important skill for a manager. You know management should have an adequate information about the particular employee and what kind of a task to be carried out to know whether complete the activities.

So, that you know as a manager, you make a very clear decision ok, I think this person will be able to do it, I need to allocate this particular set of activities with this particular person. You know staff management it is very important, you know how are you going to manage a staff. You will not overload a person or underload a person; both will have an implication right and you need to identify a right person to do a right set of activities right. Staff management is important.

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**Skills for Self Management**

- **Organizing skills:** Managers are to arrange meeting, workshop, training, orientation and other events; lay things in proper places that way they could be within reach all the time.
- **Problem-solving:** As a manager, he/she has need to be simply fearless in the face of any difficult situation. He / she will have to be able to patch up the dispute and see who is correct and wrong with fair judgmental attitude.
- **Decision making skill:** People are different, that's why a lot of thoughts exist – managers need to be ready to find the best clue and make the decision which will work for the whole team.

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Then, organizing skills. You know manager you know are to you know arrange meetings, workshop, training, orientation, other events. So, lay things in proper places or they could be within the reach all the time.

You know organizing skills is an important because as a manager, you will also engage in lot of these activities right. You know individually you need to learn about the organizing skills. Let us say you know I want to organize a meeting. So, if I wanted to organize a meeting, what are the prerequisites I should do.

You know deciding the place, deciding the time, deciding the participants for the meeting and during the meeting, what is required in terms of material, resources; in terms of information provided and then, facilitating the meeting and you know being very following the timing of the meeting, do not exceed the time limit of the meeting that these are all the organizing skill you know how we are going to coordinate with the people, you know how I am going to communicate about the meeting schedules These are all you know some of the skills of the self management right.

For example, you wanted to do schedule a you know appointment with a particular individual, then you need to write an email or maybe your phone call or sending an SMS, fix and then you know follow the schedule.

So, these are all some of the organizing skills. Then, problem solving. You know as an individual and also manager he or she needs a simply fearless in any face of difficult situations right. So, one has to develop a certain problem-solving skill, you know you need to you know embarrass the problem, try to approach to the problem rather than being away from the problem.

You know skipping the problems; skipping the problem is not an approach, you know you need to address the problem and you know in a better judgmental attitude. You need to address it, then decision making skills. You know every people is different that is why you know lot of thought exist you know managers need to be ready to find out the best clue, make the decision which will work for the whole team right. So, when you are trying to make a decision, you know individually you also learn the self management.

You know when you are making a decision, how you are going to make a decision, which is going to be beneficial for the whole team not only to some sections of the group or some sections of the team members right.

So, you need to ensure that you know decision making skill which also has to see that you know how I am going to ensure that the decision is not going to impact the people. You know I need to ensure that a decision has been liked by everybody and then, decision is going to benefit everybody in the team right.

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**Skills for Self Management**

- **Confidence:** Confidence is a part of believe in own self, team, work and ideas. And people will get it enhanced when managers will be seen achieving that exciting result by the way of better management of time. That the only thing they should do is to rely on managers.
- **Self-protection:** Its simply love own self, because no one else will do that instead of himself/herself. Regular exercises, practice, eating healthy food, and of course sleeping well are the ways of self protection. If someone lives in harmony with managers/colleagues, all bad things will seem like a trifle.

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So, then being confidence. So, confidence is a part of belief in one self, you know team or work and ideas. You know you know as an individual, you need to have lot of confidence. You know people will get it enhanced when managers will be seen achieving that you know exciting results by way of better management of time you know.

So, the confidence come more a point of time, you are able to be you know productive, you are constrained to you know able to be successful. If for example, if you are trying to be you know able to repeat the success, then you draw lot of confidence. For example, let us say you know somebody asked you to conduct organize a meeting.

Once you can, you know maybe you know you are not that confident about their meeting, but the moment the you know trust has been imposed on you to conduct a meeting that would have given you confidence because you know yes my manager identified me as a person to conduct the organize a meeting so that would have given you confidence.

Then, let us you know you conduct with the meeting; you know such a way that you know its very successful meeting, then you are able to organize in a grand way, what will happen? That will actually boost your confidence because the particular event being very successful, the outcome of the event will actually give you lot of lot more confidence right. Because you know you are already had the experience that you conducted that will

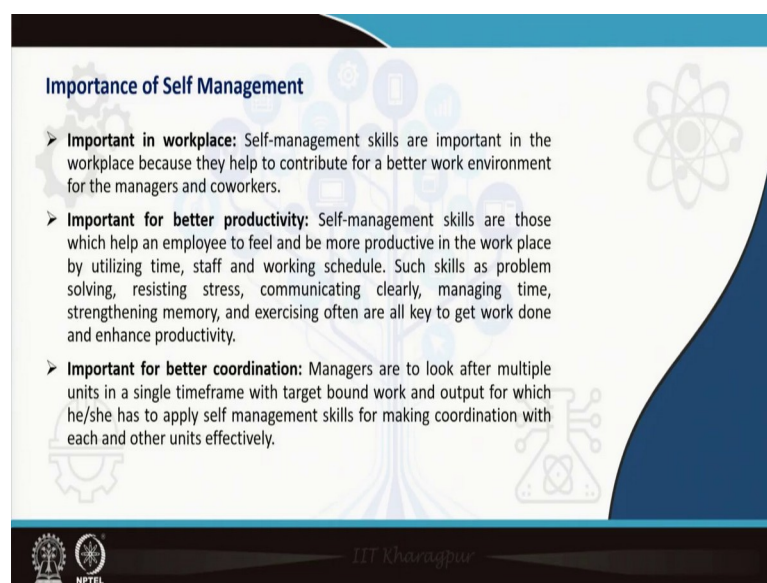


give your confidence that the next event, you will have more confidence into conducting the meeting.

Then, self protection; self protection is a you know very important thing. It is very simple that you know you need to love your own self right. You need to protect your own interest, you need to protect about your own you know personality trends right; nobody will come and you know it will say that you know instead of yourself, nobody will come and love your own self right.

So, you know you need to protect yourself and then, you need to keep yourself, you know you need to love your own self, you know you need to you know care about your own self kind of you know do regular exercises, keeping your you know good healthy, eating habits and you know your sleeping patterns and your you know caring your own self, you know self protection is also important because know if someone lives in harmony with the manager and colleagues, all bad things will seem like a trifle right.

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**Importance of Self Management**

- **Important in workplace:** Self-management skills are important in the workplace because they help to contribute for a better work environment for the managers and coworkers.
- **Important for better productivity:** Self-management skills are those which help an employee to feel and be more productive in the work place by utilizing time, staff and working schedule. Such skills as problem solving, resisting stress, communicating clearly, managing time, strengthening memory, and exercising often are all key to get work done and enhance productivity.
- **Important for better coordination:** Managers are to look after multiple units in a single timeframe with target bound work and output for which he/she has to apply self management skills for making coordination with each and other units effectively.

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So, you know self protection is important. You need to love your own self. So, these are certain skills for the management. Well, now we will see you know what is the importance of the self management. So, the importance of self-management. Self-management is important in workplace, why? Self-management skills are important because they are going to help you contribute for a better work environment for the

managers and co-workers. Let us say you know if you are a self you know self managed person and you are being one of the team members. Actually, what is the outcome?

Your manager will have a less hassle in managing the team because the team members have self managed; they are better organized, they plan very well, then you know it is always you know managers will like to work with the particular member right and you know you know the co-workers will also enjoy working with you.

The outcome is people will rate you really well and you will have a better performance evaluation team because as a self managed person, people will observe you that you know you are being very dedicated, you are planned, organized, you know time management is really good with this particular individual. What will happen eventually?

People in the workplace will start to like you as an individual and your boss will also start to like you and it will actually give you lot of benefit in terms of a better ratings ok. Then, self management is important for better productivity. How? Because as we are talking about you know organized activity, time planning you know planning a particular activity.

When you are really you know having a better skill, you know self management skills which will definitely impact your productivity. Let us say you know one set of activities given to you since you are you know better self managed persons, what will happen? You know that particular individual habituations, habits will automatically be reflected in your workplace also right.

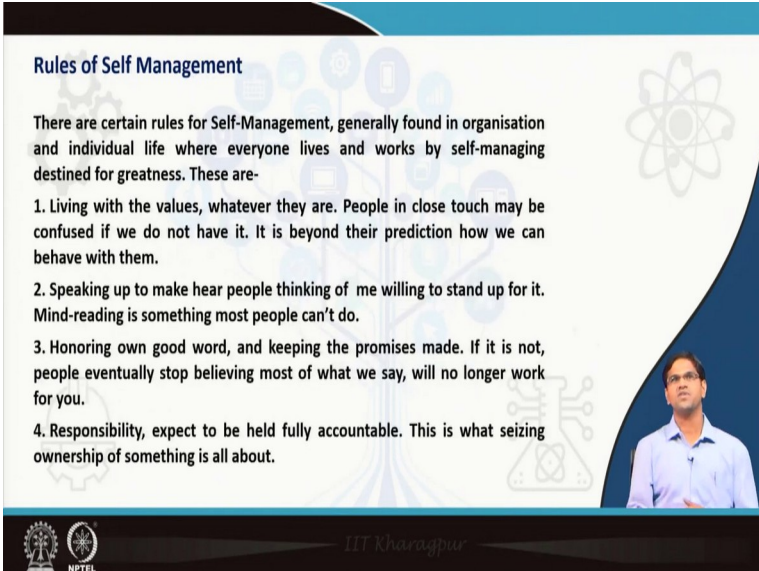
So, as an individual what you are, will be get reflected in your work place, that is why you know we are talking about you know self managed individual is going to be a successful person in the workplace also because you know as an individual that will get reflected in workplace.

So, you know then you will have a better productivity, you will perform really well. You will you know manage with people; you work with people very nicely. There is no communication conflict, there is no stress you know, you are able to manage the stress well and you are able to manage your time well, you are able to organize the information in a better way that is then and eventually, it will actually impact your better productivity.

Then, it is also important for better coordination. Manager have to look after multiple units in single timeframe with the target bound work and output for which he or she has to apply a self management skill. For making coordination with each other, other units effectively right. As a manager in an organization you are a manager, but individually you are a you know otherwise you are an individual right.

As an individual that the self management skill will actually impact your managerial skills also right. You know you will have you know better coordination because you know you will have to coordinate with the different units, you have coordinate with the different individuals or if the different teams or a group right, for the you know performing everyday day to day affairs in the company ok.

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**Rules of Self Management**

There are certain rules for Self-Management, generally found in organisation and individual life where everyone lives and works by self-managing destined for greatness. These are-

1. Living with the values, whatever they are. People in close touch may be confused if we do not have it. It is beyond their prediction how we can behave with them.
2. Speaking up to make hear people thinking of me willing to stand up for it. Mind-reading is something most people can't do.
3. Honoring own good word, and keeping the promises made. If it is not, people eventually stop believing most of what we say, will no longer work for you.
4. Responsibility, expect to be held fully accountable. This is what seizing ownership of something is all about.

The slide features a blue and white color scheme with a background of faint icons including a gear, a lightbulb, a smartphone, and a network diagram. A presenter in a light blue shirt is visible in the bottom right corner. The footer includes the NPTEL logo and the text 'IIT Kharagpur'.

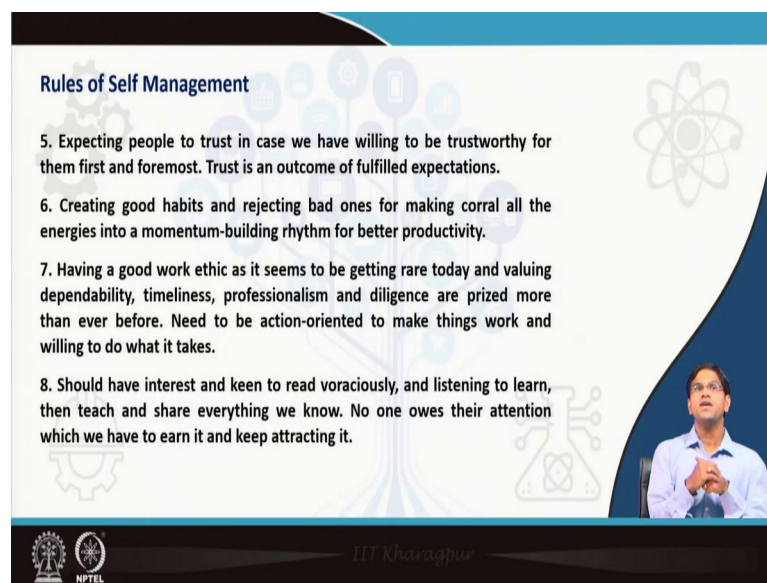
Now, we will let us look at some of the you know rules for self management right. There are certain rules for self management we generally found in organization and individual life, where everyone lives and you know works by self managing destined for greatness ok. Living with values, whatever they are. You know otherwise you know what will happen if you do not live with your values you know, people will say you know it is very difficult to identify you're as an individual right.

You have to create your own values and you need to live with the value systems so that you know people will identify you with a value system and another thing you need to honor your own good word, keeping up the promises made right. So, unless you know if

you are not keeping up your promises, you are not you know honoring what you have told, then you know people will stop believing most of what are we say. For example, we often used to see people or even we would have an experience like you know managers that you know they have given some words, but people never keep up the word. I mean let us say you know some manager has given some assurance about some certain things.

If they are not you know perform that particular set of activity, what will happen you know over the point of the time? You will lose trust on these people. So, if you are losing the trust on the individual, then it is very difficult to regain the trust right and you know responsibility expect to be you know fully accountable. You need you need to be you know accountable for whatever you are doing you know. So, kind of you know ownership for kind of set of activities you do.

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**Rules of Self Management**

5. Expecting people to trust in case we have willing to be trustworthy for them first and foremost. Trust is an outcome of fulfilled expectations.
6. Creating good habits and rejecting bad ones for making corral all the energies into a momentum-building rhythm for better productivity.
7. Having a good work ethic as it seems to be getting rare today and valuing dependability, timeliness, professionalism and diligence are prized more than ever before. Need to be action-oriented to make things work and willing to do what it takes.
8. Should have interest and keen to read voraciously, and listening to learn, then teach and share everything we know. No one owes their attention which we have to earn it and keep attracting it.

The slide features a video inset of a man in a light blue shirt speaking. The background is white with blue accents and faint icons of gears and a network. Logos for IIT Kharagpur and NPTEL are visible at the bottom.

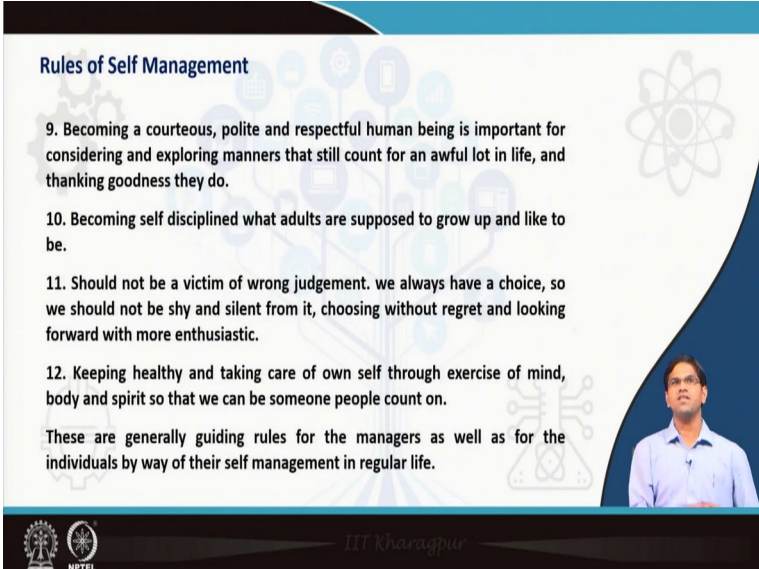
Then, expecting people to trust. In case we have willing to be trustworthy for them first and foremost, a trust is an outcome of a fill filled expectation. As you know this is again going by the you know honoring your own words, unless otherwise you know you are not keeping up with your words and what are your promises are and it is very difficult to get the trust of the people. So, you know you need to if you wanted to be trustworthy, you need to keep up your words you know honor whatever the words or the promises you give and creating good habits and rejecting the bad ones for making corral with all energies to into a momentum building rhythm for a better productivity right.

You need to always you know accelerate the good habits and then, try to refrain or doing bad habits or try to avoid the bad habits. It is very important to you know you create new you know good habits than you know than avoiding bad habits, then having a good work ethics. See good work ethics is very important. Ethics is we already studied in one of the sessions that you know it is a moral standard principle and socially acceptable standards of set of behaviors you know. You need to have good work ethics.

For example, you know, you need to maintain the integrity and you know you need to speak the truth and you need you should not engage an unethical activity. Just favoring few people, you know just for your own benefits. So, then that will actually spoil your individual identity, you should have a good work ethics. So, you know it's it is getting a better rare today because you know how it is very difficult to find a people with you know good work ethics.

So, when you are working, you know role any job role you need to have whole your work ethics right and you should have an interest and keen to read voraciously listening to learn, then teach and share everything you know you need to have create the habit of you know interest to learn and you also, should share teach with people right.

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**Rules of Self Management**

9. Becoming a courteous, polite and respectful human being is important for considering and exploring manners that still count for an awful lot in life, and thanking goodness they do.
10. Becoming self disciplined what adults are supposed to grow up and like to be.
11. Should not be a victim of wrong judgement. we always have a choice, so we should not be shy and silent from it, choosing without regret and looking forward with more enthusiastic.
12. Keeping healthy and taking care of own self through exercise of mind, body and spirit so that we can be someone people count on.

These are generally guiding rules for the managers as well as for the individuals by way of their self management in regular life.

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Then, becoming courteous and polite being polite and respectful and respect each other that is very important for a self-management right. You know you need to be very courteous right and then, being polite and respectful. Then, being very self-discipline and

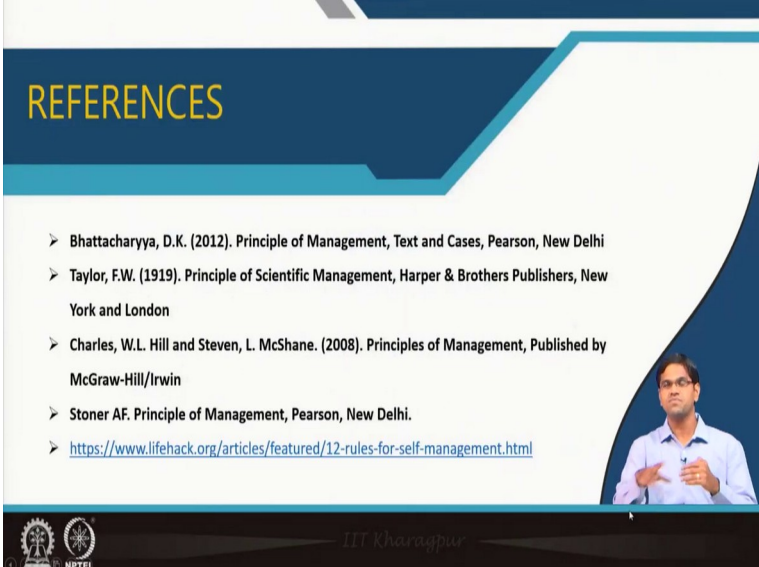
you need to be very self-disciplined, otherwise you know people will ignore you; people do not like you. When you do not like you in your workplace, so it is very difficult you know get along with the team members. So, now, every workplace is you know working in a team.

So, you need to be very self-disciplined person and then, you not to be a you know victim of a wrong judgments, you know we always have a choice. So, we should not shy and silent from you know; choosing without regret and looking forward with more enthusiastic ok. Keeping in keeping healthy and take care of your own self through exercises. As I said you know keeping yourself you know self-protection, keeping yourself healthy is also very important ok.

These are the set of you know rules for self-management because you know why self-management is related? Self-management is of course, important to be you know successful in your workplace.

You know it is important you know you are being a very good coworker, you being a good team member and you being a better team manager at the same time you know you should the self managed person will be a very productive employee and you know you should you will have a better coordination skills, you will be a very organized person at the work place.

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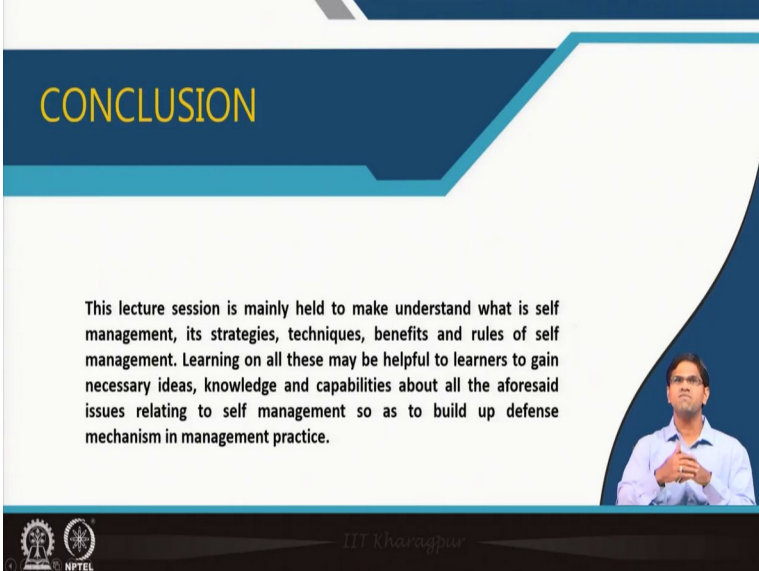
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**CONCLUSION**

This lecture session is mainly held to make understand what is self management, its strategies, techniques, benefits and rules of self management. Learning on all these may be helpful to learners to gain necessary ideas, knowledge and capabilities about all the aforesaid issues relating to self management so as to build up defense mechanism in management practice.

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So, these are the references today. We learned about you know certain rules, techniques and the you know principles of being self-managed persons and what are the you know benefits of the self-management in the workplace also we have seen.

So, as we discussed you know self management is also important for a manager to learn about keeping yourself you know organized, planned, you know time management skills, you know stress management skills. So, that you know you have been very successful being a manager in a workplace.

Thank you.