






Personal Management Skills

Effective time management skills will help you succeed both in school and the world of work.

Do you ever see yourself in the following situations?

				
<i>stressed</i>	<i>always late</i>	<i>keep forgetting to do your homework</i>	<i>can't stay awake in class</i>	<i>can't seem to find anything</i>

If so...you may be lacking personal management skills. This activity will take a look at personal management skills, such as time management, organization, and stress management. Achieving a high level of competency in these skill areas will help you succeed both in school and the work world. Read on to discover how you can improve your personal management skills.



Personal Management

The Conference Board of Canada defines personal management skills as "the personal skills, attitudes, and behaviours that drive one's potential for growth." These are the skills that are going to get you successfully through your day-to-day dealings.

You might also be interested in knowing that employers are looking for these kinds of skills when they are hiring. So you can see that these skills are very valuable, because they serve many purposes and will allow you to

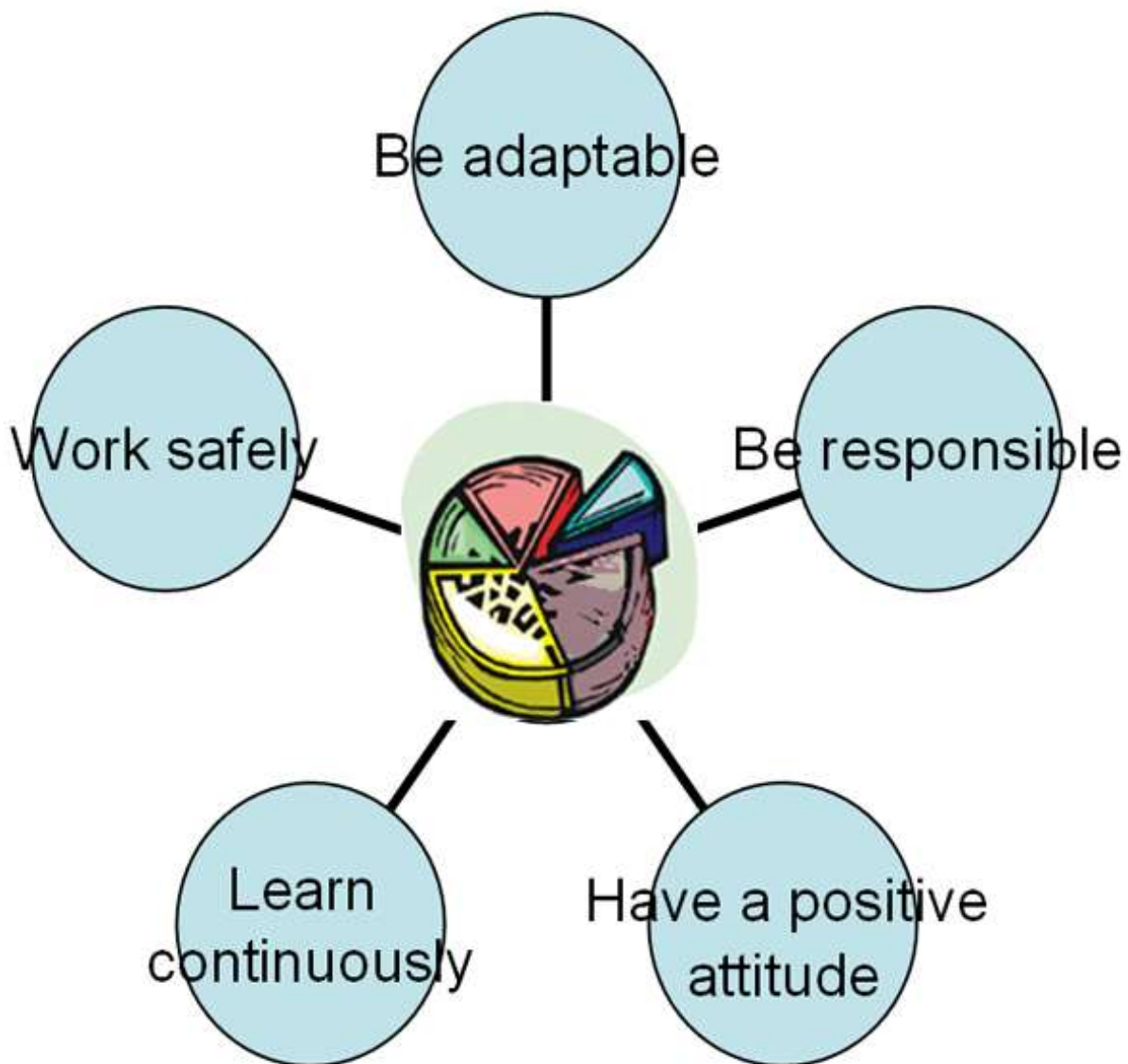
achieve success in a variety of settings. The actual skills that employers consider to be real strengths are identified in the table that follows.

What kinds of personal management skills are employers looking for?

Review the pie chart below and read about the qualities that employers are looking for.

Essential Personal Management Skills

The chart below shows the Essential Personal Management Skills.



Be Adaptable

Characteristics

- Work independently or as part of a team
- Carry out multiple tasks or projects
- Be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- Be open and respond constructively to change
- Learn from your mistakes and accept feedback
- Cope with uncertainty

Be Responsible

Characteristics

- Set goals and priorities, balancing work and personal life
- Plan and manage time, money, and other resources to achieve goals
- Assess, weigh, and manage risk
- Be accountable for your actions and the actions of your group
- Be socially responsible and contribute to your community

Positive Attitudes and Behaviours

Characteristics

- Feel good about yourself and be confident
- Deal with people, problems and situations with honesty, integrity and personal ethics
- Recognize your own and other people's good efforts
- Take care of your personal health
- Show interest, initiative and effort

Learn Continuously

Characteristics

- Be willing to continuously learn and grow
- Assess personal strengths and areas for development
- Set your own learning goals
- Identify and access learning sources and opportunities
- Plan for and achieve your learning goals

Work Safely

Characteristics

- Be aware of personal and group health and safety practices and procedures, and act in accordance with these



Applying Personal Management Skills

Right now you live within some type of family environment, you attend school, and you participate in social gatherings with your peers. All of these scenarios require you to manage yourself on a daily basis.

A cartoon illustration of a young girl with blonde hair sitting at a table, eating a meal. There are plates of food and a glass on the table.	A cartoon illustration of a young boy wearing a green shirt and white shorts, holding a book in one hand and a yellow ball in the other.	A cartoon illustration showing a girl in a purple shirt playing tennis, and below her, a boy in a green shirt holding a trophy while a girl in a red shirt looks on.
<u>Family Responsibilities</u>	<u>School Responsibilities</u>	<u>Taking Care Of Yourself</u>



Family Responsibilities

As a member of your family unit you are constantly required to try to fit in and help out as best you can, whether it is taking care of pets, babysitting, or taking out the garbage, to list only a few.

What other family responsibilities do you have?



School Responsibilities

At school there are many demands placed on you during the day: completing assignments, interacting with other students and teachers, and learning new material in a variety of subject areas. The pressures associated with trying to fit in with a peer group can be overwhelming for some. Can you relate to these types of challenges? The answer is probably "YES!".



Taking Care Of Yourself

It is important to realize that there is also the **personal management of yourself**: getting enough sleep, eating right, taking care of personal hygiene, being involved with hobbies or sports, etc. Wow, the management issues may seem enormous. Have you ever felt overwhelmed by your responsibilities and commitments? What are your techniques for dealing with these feelings?