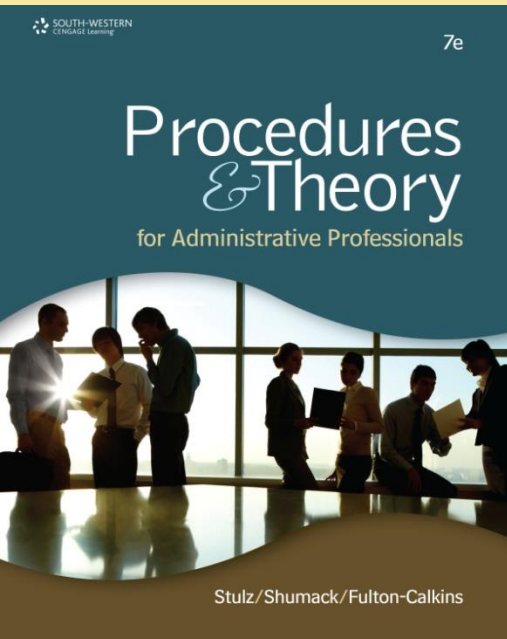


CHAPTER

# 4

# Self-Management



- 1 Manage Yourself
- 2 Manage Stress
- 3 Manage Your Work

# Set Goals for Yourself

- Set short-term and long-term goals.
- Set realistic, positive goals.
- Be ready for delays, obstacles, and setbacks.
- Be flexible and ready to adapt.

<b>Vague, Negative Goal</b>	<b>Specific, Positive Goal</b>
I will not waste time this afternoon.	I will finish this spreadsheet by 3 p.m.

# Align and Adjust Your Goals

- Align your goals with
  - Your supervisor's
  - Your coworkers'
  - The organization's
- Remember your supporting role.
- Adjust your priorities as needed.

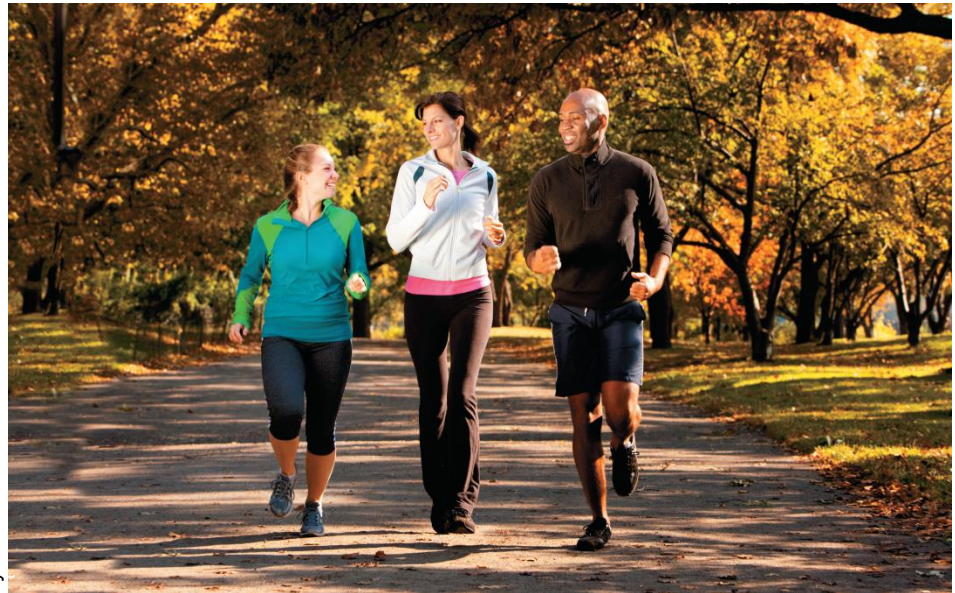
# Stay Motivated

- Measure your progress.
- Reward yourself.
- Resist interference.
- Take advantage of opportunities.

# Maintain Health and Energy

- Eat well.
- Adopt an exercise program.
- Get enough sleep.

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# Healthful Eating

- Eat less.
- Avoid oversized portions.
- Make half your plate fruits and vegetables.
- Drink fat-free or low-fat (1 percent) milk.
- Choose foods with lower sodium.
- Drink water instead of sugary drinks.

*2010 Dietary Guidelines for Americans*, U.S. Departments of Agriculture and Health and Human Services

# Benefits of Physical Activity

- Reduced risk of certain serious diseases
- Healthier bones, muscles, and joints
- Better balance
- Less arthritis pain
- Reduced anxiety and depression symptoms
- Fewer hospitalizations, physician visits, and medications

# Relationships, Work, and Home

- Take time to think about yourself.
- Consider negative emotions and triggers.
- Be sensitive to employer and coworker needs.
- Get to know people with whom you have relationships.
- Balance work and home.



# Manage Stress

## ■ Common causes

- Role ambiguity
- Job insecurity

*Missing the bus*

*Taking an exam*

*Having a job interview*

## ■ Most common types

- Short-term stress
- Long-term stress

*Not getting along with coworkers*

*Losing your job*

*Having financial problems*

# Preventing and Coping With Stress

- Use visualization.
- Relax.
- Use positive self-talk.
- Walk away.
- Talk to friends or family members.
- Solve the problem.

# Manage Your Workspace

- An organized work area
  - Saves you time
  - Makes accomplishing work easier
  - Shows your professionalism

The key to keeping things in order is to put them away right after you use them.

# Plan and Organize Assignments

- Use a planner.
- Set priorities.
- Make a to-do list each afternoon.
  - Most important matters—A
  - Less important items—B
  - Remaining items—C
- Avoid procrastination.

# Manage Your Work

- Handle paper as few times as possible.
- Organize e-mail.
- Streamline tasks.
- Manage large projects.

# Handle Time Wasters

- Chatter
- Interruptions
- Disorganization



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