

GLE3OR Unit 2: Personal Knowledge & Management Skills






Activity 4: Personal Management Skills

Overview

In this activity, students will learn about personal management skills. They will assess their own personal management skills. Students will investigate and analyze how effective personal management skills can enhance success in school and in all aspects of their life.

Lesson

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 keep 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 your everyday life. Read on to discover how you can improve your personal management skills.

Personal Management Skills



The Conference Board of Canada defines personal management skills as "the personal skills, attitudes, and behaviors 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 below:

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 learn and grow continuously
- 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

Personal Management Responsibilities



Now that you have taken a look at the strengths that employers are looking for, we are going to look at your own personal management responsibilities. So far the information you have learned revolves around job expectations, but this can also be extended to other aspects of your life. 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.

Family Responsibilities

As a member of your family, 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.

School Responsibilities

At school there are many demands placed on you during the day: completing assignments, interacting with other adolescents 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. You can probably relate to these challenges big time.

Taking Care of Yourself

With all of this, we have not even mentioned 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.

Successful Time Management

Below are some tips for successful time management.

- Have, maintain, and use a semester calendar to indicate when major projects will be due, exams will be given, and events will be held. Plan ahead to minimize the effect of "crunch" periods.
- Keep and use a date book for appointments, meetings, classes, and errands.
- Take time each week to overview what is coming up the next week and plan time for doing assignments, projects, errands, etc. Ask yourself, "What are my goals for the week?"
- Maintain an ongoing list of things to do. Better yet, prioritize your "things to do" according to their importance.



- Use small bits of time effectively. In fifteen minutes you can review, edit, and revise your notes from a recent lecture. Think about other ways to effectively use these small bits of time between classes and meetings. Ask yourself, "What is the best use of my time right now?"
- Know what times of day are best for you mentally and physically. Use that information to help you plan your time.
- Handle each piece of paper once. Stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it.
- Have a tough task to do? Do it now. Don't procrastinate. If the task looks overwhelming, Use the Swiss cheese principle: Bite off small holes in that block.
- Take time for you: exercise, cultural activities, relationships, and sleep, otherwise, stress will mount and your quality of life will plummet.
- Learn to say, "No!"

Assignment

1. Define personal management skills. Why are these types of skills important?
2. Reflect on your own personal management skills.
 - a) Which skill is your strongest?
 - b) Which skill presents the greatest challenge to you?
3. Describe one activity in school that would help you continue to develop your strongest personal management skill.
4. List and describe an important characteristic of the actual skills that employers consider to be real strengths.
5. Describe your own personal management responsibilities for your family, school and yourself.
6. After reading the tips for successful time management, offer and describe 3 tips in your own words for successful time management.