

The MANAGEMENT PLUS series

Concepts

MANAGING YOURSELF

OBJECTIVES

Reading this unit will help you to:

- Take responsibility for your learning and personal development
- Become more aware of yourself and how you see the world
- Identify ways of using your time more effectively and efficiently
- Find ways to manage your stress more effectively
- Plan your life to reduce home/work conflicts

Articles

1. The learning manager
2. Ways of learning
3. The reflective practitioner
4. Planning your own development
5. The importance of self awareness
6. How we see the world
7. Valuing the differences
8. Approaches to managing your time
9. Effective use of time: doing the right things
10. Efficient use of time: doing things right
11. Plan your time
12. Understanding stress
13. Sources and symptoms of stress
14. How to cope with stress
15. Balancing home and work

Further reading...



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Applications Guide

MANAGING YOURSELF

OBJECTIVES

The activities in this guide will help you to put into practice the concepts of management covered by this title:

- Take responsibility for your learning and personal development
- Become more aware of yourself and how you see the world
- Identify ways of using your time more effectively and efficiently
- Find ways to manage your stress more effectively
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Activities

1. Analyse your past learning
2. Assess the learning climate in your organisation
3. Broaden your learning style and strategies
4. Construct a reflective diary
5. Examine your own career
6. Plan your development
7. Conduct a personal swot analysis
8. Use the Johari window
9. Compare perceptions of a meeting
10. Explore diversity
11. The benefits of time management
12. Identifying aspects of time management
13. Write your goals
14. Prioritise your tasks
15. Review your time planning
16. Analyse your use of time
17. Describe your stress response
18. Identify your sources and levels of stress
19. Minimise self-induced stress
20. Increase your stress fitness
21. Review your life balance



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