

## Notes on Self-Management

by  
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If management is regarded as the process of organising the use of resources to achieve objectives, self-management is practised when an individual consciously applies his or her own resources to attain personal objectives. Self-management can be considered in relation to:

- work activities only
- private or domestic activities only
- the whole of life.

### Objectives

Personal objectives can be a mixture of:

- financial, intellectual, social, spiritual, survival, etc., etc.

Some personal objectives may be in harmony with the objectives of the individual's work organisation, others may be in conflict.

As in organisational management, organising the use of resources includes:

- deploying existing resources
- developing existing resources
- acquiring new resources.

### Resources

Examples of an individual's resources are:

- internal, such as knowledge, health, experience, personality, skills, motivation . . . . .
- external, such as money, contacts, reputation, time . . . . .

### Self-Management Development

Some examples of development are:

- clarifying personal objectives
- deciding on priorities in the attainment of personal objectives
- planning for more effective use of time
- improving communication skills, such as in report writing and making an oral-visual presentation
- obtaining and applying new knowledge
- learning and using a new ability such as an additional language.