

Name: \_\_\_\_\_

## Employability Skills Area: Self-Management and Time Management

### Assignment Name: Self-Management Styles

#### Self-Management Styles

Self-management is a big word. Self-management style describes the way you handle life. It refers to

- Making decisions
- Taking risks
- Managing your time
- Dealing with stress
- Staying healthy
- Finding emotional support

Maybe you do not always like the way you handle things in your life. If so, you're not alone. The good news is that self-management skills can be learned. Talk to people you admire. Ask them about how they manage their lives.

If you know how to manage your life as a student, you will have an easier time managing your career. The worksheets on the following pages will show you whether your self-management style works for you.

#### Making Decisions

How do you usually make decisions? Look at the following chart. The examples involve a fairly easy decision. But the process is the same for any education or career decision.

What to do	Example
<b>Define the problem.</b> Do not just look at the surface problem. See if you can decide what the underlying problem is. Be specific. State the problem as a question.	Can I go to the movie with my friends tonight and still finish my math assignment?
<b>State the goal.</b> Clearly describe how you want things to turn out.	I do not want to bring my math score down by not finishing my homework. I also want to go to the movie with my friends.
<b>List ways to solve the problem.</b> Think about which things are safe and which require risk. Think about what might be the outcome of each solution.	I could tell my friends I do not have time for a movie tonight. That would be a safe decision. I would be sure to get my assignment done. Or I could take a risk

	and go to the movie. Then I would have to stay up late, and I might not finish my assignment.
<b>Collect information.</b> Describe the kind of information you need and where you can get it. Decide if the information is relevant to the problem.	I need to call one of my friends to find out what time the movie begins and ends. I need to ask my friends if they could go to the movie another night. I need to figure out how long it will take me to finish my assignment.
<b>Compare your choices.</b> See which choices match what you think is important. Think about which ones allow you to keep the commitments you have made to other people. Describe what people or things are available to help you with each choice. Think about what restrictions you have.	Going to the movie lets me spend time with my friends. Doing my homework will help me get into the college I have picked out. I will talk to my parents about what they think I should do.
<b>Choose one alternative.</b> Decide which choice matches your goals best.	I will stay home tonight. I want to be sure to do well in math. I can spend time with my friends another night.
<b>Take action on your choice.</b> Decide what you will do now that you have made a choice. Decide what actions you can take now and later.	I will call one of my friends to let everyone know that I am not going to the movie. I will start my homework assignment now so I will not have to stay up too late.
<b>Review your choice.</b> Do this often, especially as your situation changes.	Last week I decided not to go to the movie because I had a huge math assignment to finish. This week I might be able to go. I do not have as much homework.
<b>Make new decisions.</b> A choice that is good for you today may not be good for you next year.	Now that I am a senior, I need to spend time visiting colleges. I am going to spend less time going to movies.

### Taking Risks

All decisions involve some level of risk. Your decisions are influenced by how much risk you are willing to take.

When thinking about the risks involved in your decisions, you might

- Consider several options and then choose the one that's most likely to be successful
- Give up what you want, just to avoid risk
- Choose the first thing that comes to your mind
- Let someone else make your decisions for you
- Just do what you feel is right
- Postpone taking any action
- Give up and let whatever happens, happen
- Become overwhelmed by the risks and options
- Think carefully about your decision and choose something you feel good about
- Take whatever risks are necessary to be sure you reach your desired outcome

Which of the items listed above would you consider to be a good response?

During your life you will have to make many decisions. You will make decisions about looking for a job, changing jobs, or getting more education or training. These decisions may seem exciting to you. Or they may feel risky. Making these decisions may even make you feel upset.

Think about these questions:

- Do some things seem risky just because I don't know much about them?
- Who do I know who has faced the same risks I face?
- What might happen if I take this risk?
- What might happen if I don't take the risk?
- What can I do to make my decision less risky?

The following worksheet can help you understand your risk-taking style more clearly.

<b>My Risk-Taking Style</b>
Sometimes I am faced with several changes at once. One important decision I made was
I was comfortable with the change: YES ____ NO ____
Making the decision was easy: YES ____ NO ____
As a student, I have taken the following risks:
Good things that have happened because I took a risk:

### Managing Time

Are you going to be exploring careers? Choosing a college or training program? Looking for work? If so, you will need a lot of time and energy. And you are probably

already very busy. If you want to do well in school or on the job, you have to manage your time.

Here are some questions to ask yourself:

- Am I satisfied with how I manage my time? Think about the time you spend working on school projects and assignments. Think about the time you spend at work and after work. Think about the time you spend on other activities.
- Can I improve my time-management skills?
- Do I spend enough time doing what is most important to me?

If you are not satisfied with how you manage your time, talk to your teachers and school counselors. Ask these adults to suggest books or tapes that might help you.

Use the following worksheet to start evaluating and understanding your time-management style.

<b>My Time-Management Style</b>
When I have a lot of things to do, I manage my time by
When faced with school or work deadlines, I usually