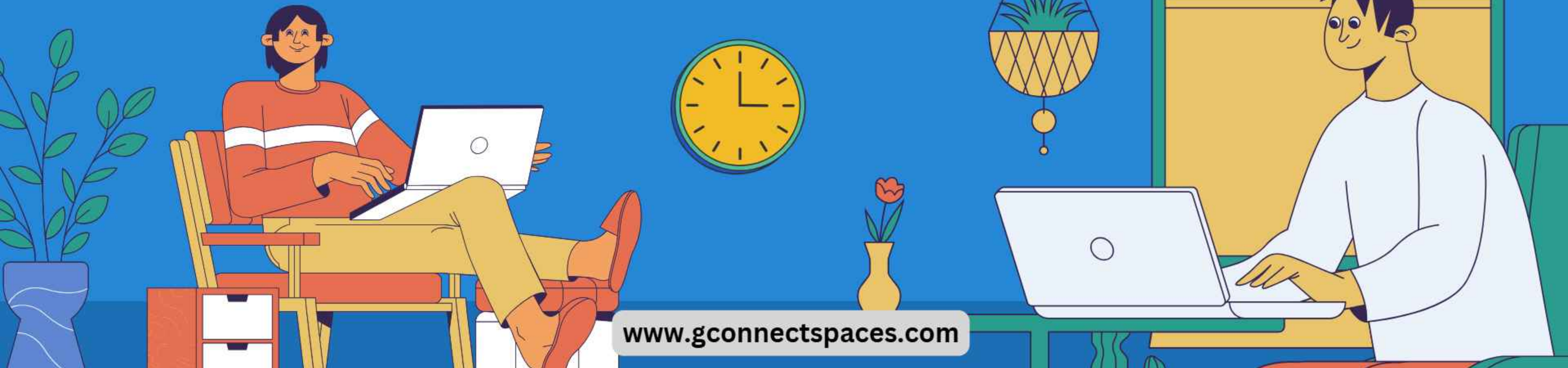


Self Management

Presentation by
G Connect Spaces



“Managing Yourself for Personal Success”



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Introduction

Self management is a very important skill in everyday life. By mastering self-management, we can increase productivity, reduce stress, and achieve goals more effectively.

Let's take a deeper look at what self-management is, why it's important, and how we can apply it to our daily lives.

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What is Self Management?

Self management is the ability to organize and manage oneself effectively. It involves self-awareness, self-regulation, and taking purposeful action to achieve goals and maintain balance in life.

Self-management helps us to be more effective in managing time, setting priorities, and facing challenges with a positive attitude. By understanding this concept, we can develop ourselves into individuals who are more resilient and successful in various aspects of life.

Benefits of Self Management

Self management has various benefits that can help us in everyday life, including:



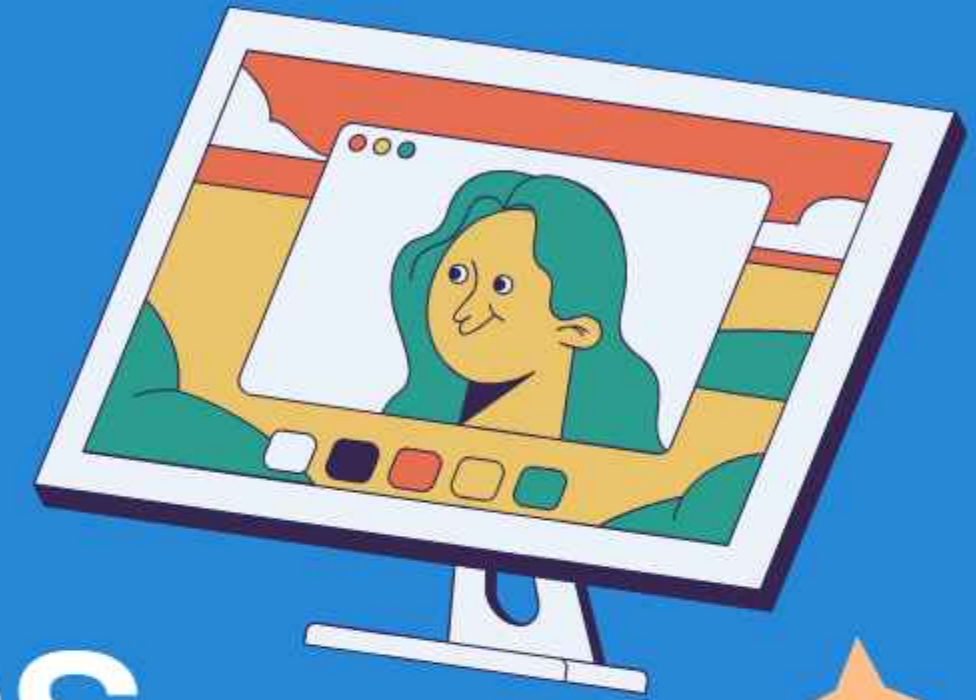
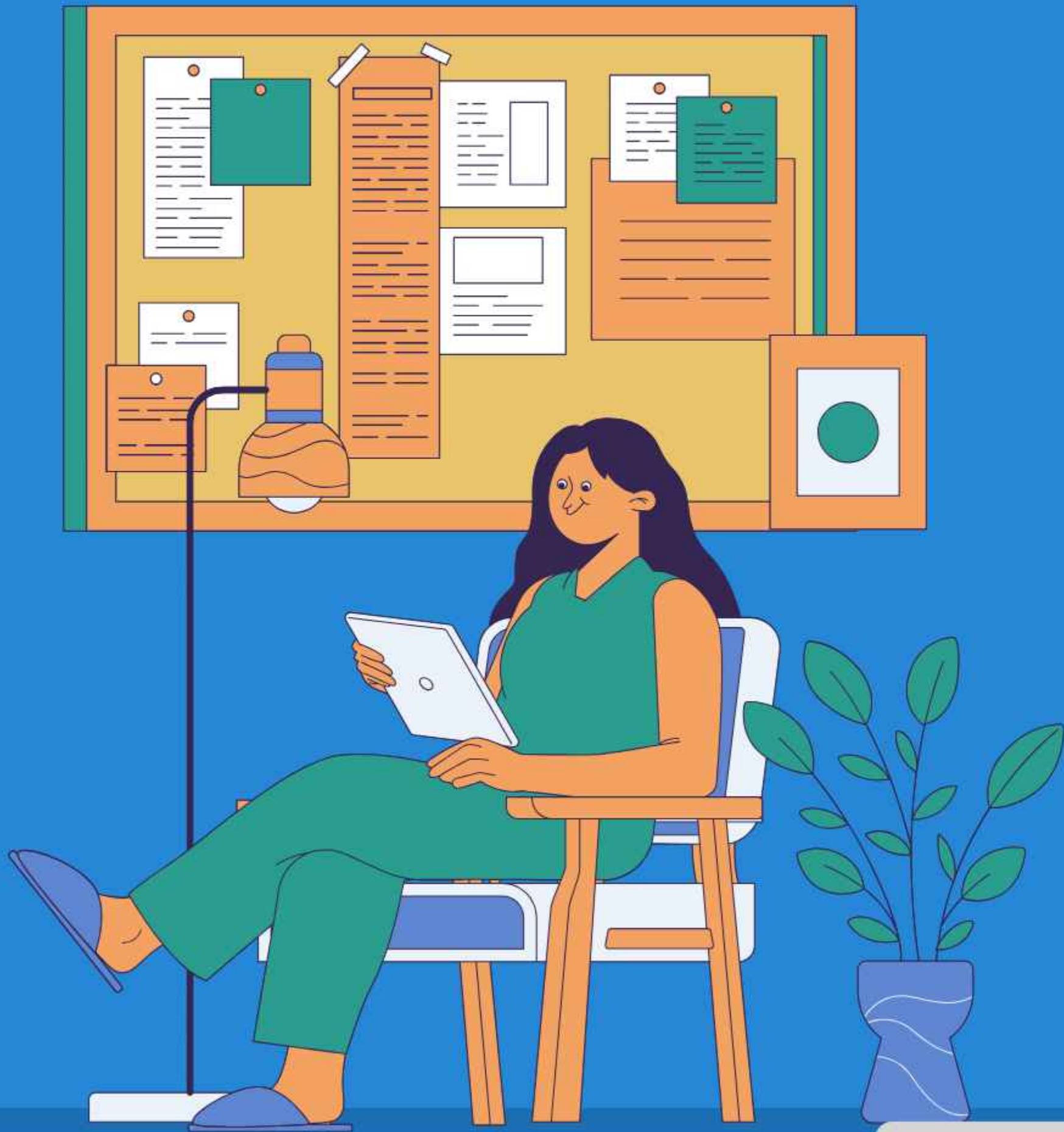
Increase Productivity



Reduces Stress



Improves Quality of Life



Setting Priorities

Setting priorities is an important step in self-management. By identifying short-term and long-term goals, we can focus on the things that are truly important and urgent.

By setting clear priorities, we can allocate time and energy effectively to achieve the goals we set.

Managing Time

A stylized illustration of a woman with long blue hair, wearing a red sweater and blue pants, sitting on a yellow armchair. She is using a red laptop and holding a blue mug. To her left is a tall, yellow floor lamp with a red shade and a potted plant with yellow leaves. To her right is a small red stool with a red can on it. In the background, there is a yellow clock on the wall, a yellow star, and a desk with a green chalkboard and a blue cabinet. The overall scene is set against a blue background.

Managing time efficiently is the key to self-management. Here are some techniques that can help you manage your time better:

Time Blocking

Divide your time into blocks assigned to specific tasks. Set time for work, rest, and other activities.

To Do List

Create a daily or weekly to-do list to remember and organize your work. Prioritize these tasks according to the level of urgency and importance.



Managing Emotions

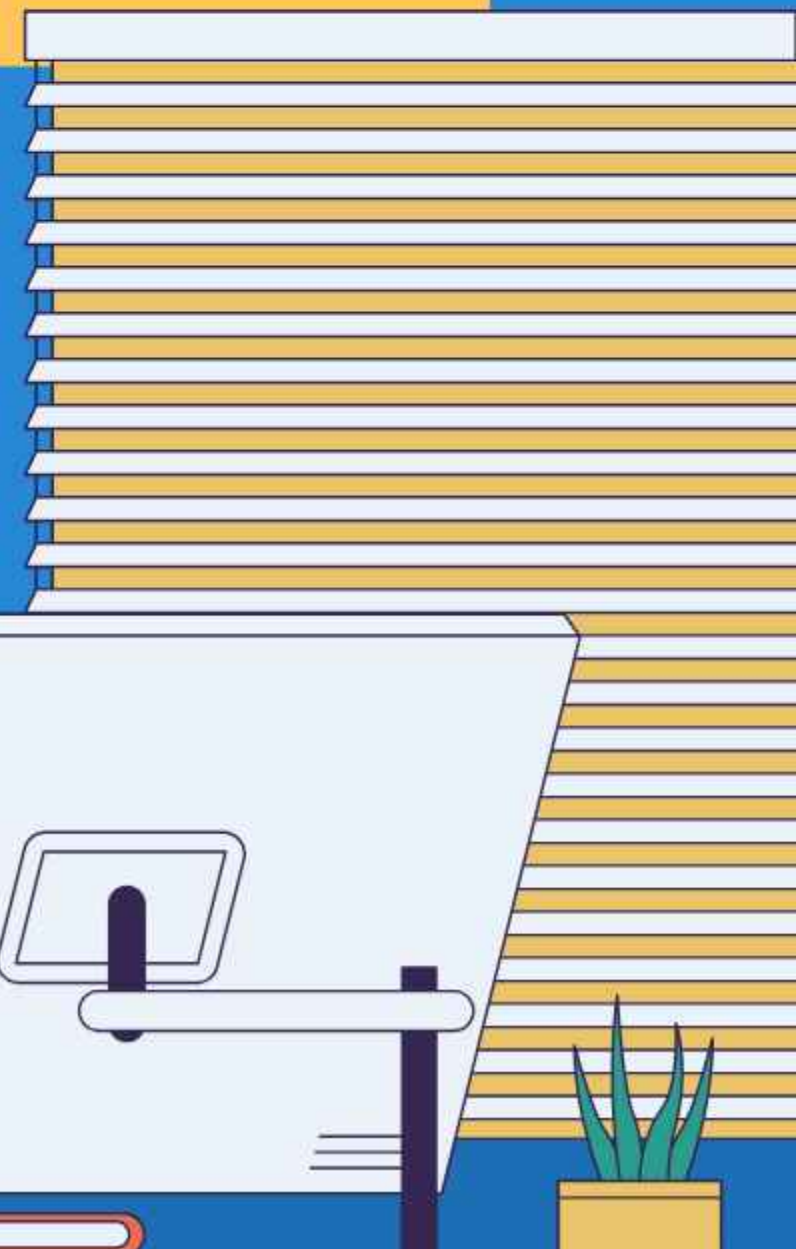
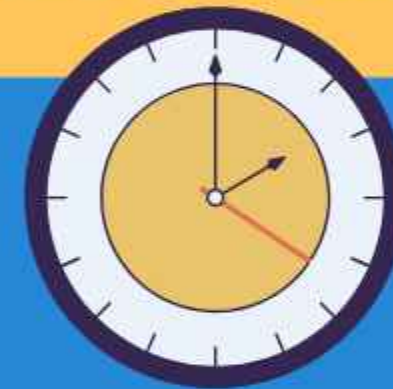
Managing emotions is an important part of self-management that can affect our performance and well being.

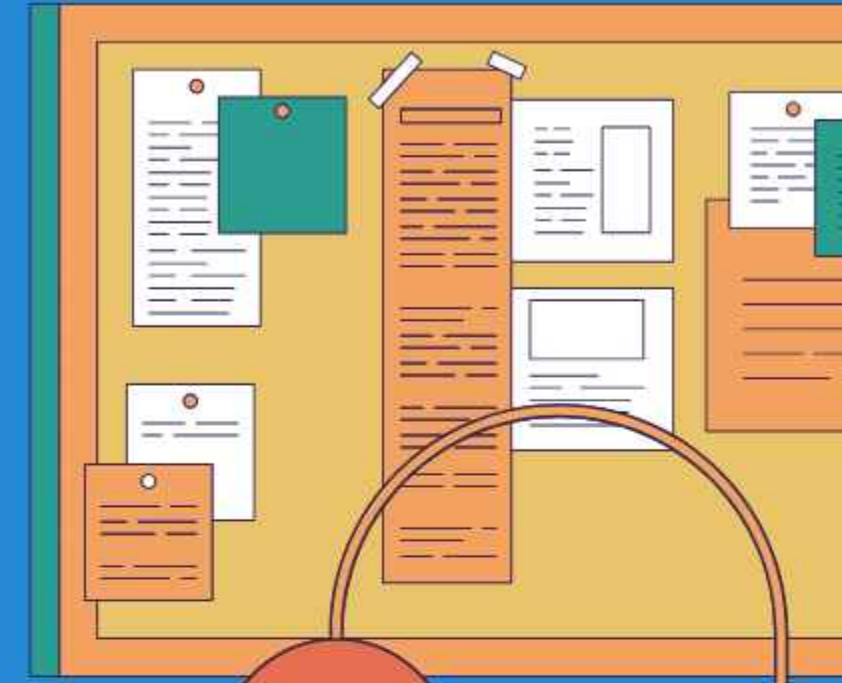
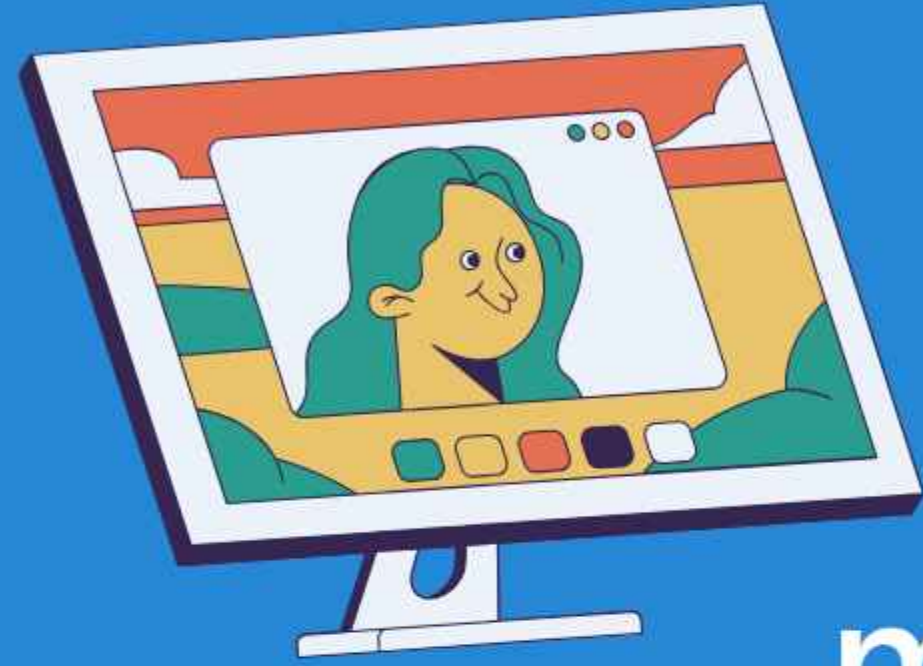
By managing our emotions well, we can improve our mental well-being and face challenges with a more positive attitude.

Managing Tasks and Projects

Managing tasks and projects efficiently is the key to achieving goals successfully. Here are some tips to help you better manage tasks and projects:

- Use Task Management Tools and Apps
- Break Down Projects Into Small Tasks
- Set Priorities
- Time Blocking
- Review and Evaluation

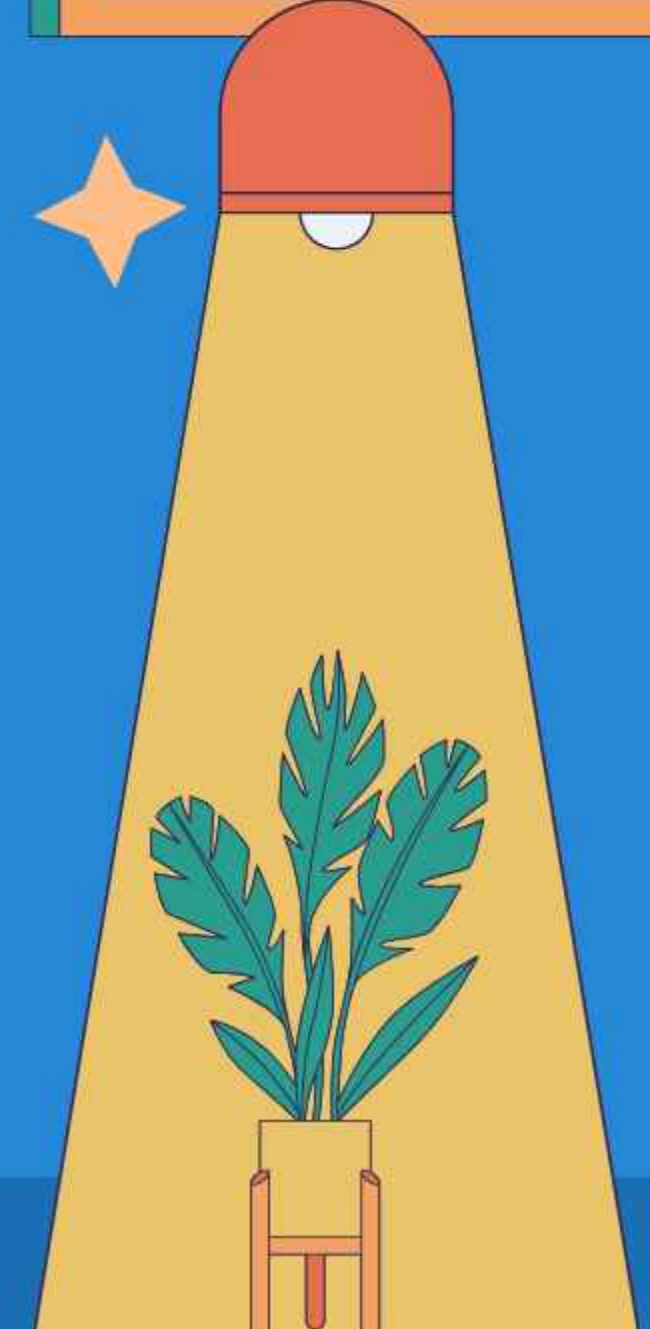




“Remember that self management is not about perfection, but about self awareness and continuous efforts to improve yourself.,”



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Thank you



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