

# SELF-MANAGEMENT



### **WHAT IS SELF-MANAGEMENT?**

Self-management is handling yourself by being responsible for your own behaviour. It helps us to control our feelings and perform activities in ways that society considers good/appropriate.

**WHY IS SELF-MANAGEMENT IMPORTANT?**



## **THE IMPORTANCE OF SELF-MANAGEMENT**

Self-management is important for everyone. Everyone needs self-management, even if they are a child or an adult.

There are many reasons that show why having self-management is important, but to help you remember them, we shall use the acronym of the word 'SELF-MANAGEMENT' to help us!

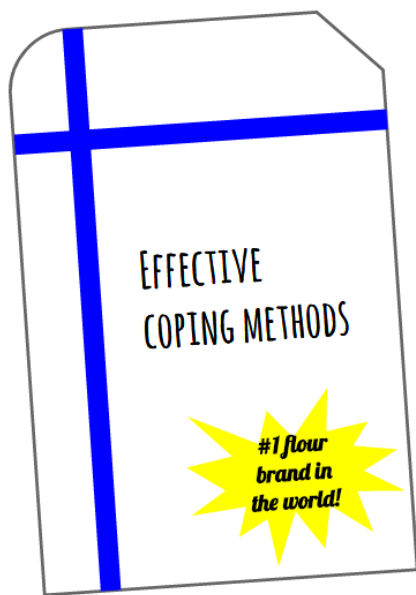
# RECIPE FOR SELF-MANAGEMENT



### WHY A RECIPE FOR SELF-MANAGEMENT?

Self-management consists of 4 components. Each component is important in having good self-management skills. Having a missing component will cause us to not have good-self management skills. The four components are:

self-confidence, effective coping methods, self-motivation, healthy lifestyle & balanced diet



### RECIPE FOR SELF-MANAGEMENT:

1. Self-confidence (vanilla extract)
2. Effective coping methods (flour)
3. Self-motivation (brown sugar)
4. Healthy lifestyle & Balanced diet (butter)

# SELF-CONFIDENCE



## WHAT IS IT?

Self-confidence is when you like and respect yourself.

It also means that you believe in your own strengths and skills!

## STRATEGIES:

- 1) Think positively! Get rid of negative thoughts in your head.
- 2) Be happy with the small things, no matter how small it is.
- 3) Surround yourself with positive people.
- 4) BE POSITIVE!



# EFFECTIVE COPING METHODS



## WHAT IS IT?

Effective coping methods are the things we do to deal with problems and stress.

If we do not have any coping methods, we will feel stressed. We will also be unable to manage ourselves properly, which will cause us to not give our best effort in doing work.

## STRATEGIES:

- 1) Plan what you want to do for the day.
- 2) Relax yourself by taking your mind off stress.
- 3) Take a break as regularly as possible!
- 4) Have fun and enjoy your hobbies!

# SELF-MOTIVATION



## WHAT IS IT?

Self-motivation is a powerful force that drives you to get things done.

Self-motivated people are able to complete a task, even if it is difficult for them.

## STRATEGIES:

- 1) Find different sources of motivation and inspiration, such as from books and from activities.
- 2) Dare to dream big!
- 3) Remember that nothing is impossible.

# HEALTHY LIFESTYLE & BALANCED DIET



## WHAT IS IT?

A healthy lifestyle helps in increasing your mind and body power. It also helps to release a chemical called serotonin, which helps you to feel good.

A balanced diet plays a big role in your health, as it helps to give you energy and nutrients that you need.

## STRATEGIES:

- 1) Eat healthily and regularly.
- 2) Get enough sleep, which is 8 hours a day.
- 3) Exercise regularly. The appropriate duration to exercise is at least 30 minutes a day!

**SELF-MANAGEMENT HELPS ME TO.....**



Solve problems positively  
Express my thoughts clearly  
Love myself and others  
Feel healthy and energetic

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Manage my actions positively  
be Able to have good communication skills  
be Nice to others  
be Able to be confident in the things that you do  
be a Good team player  
Express my feelings clearly  
Make good and responsible choices  
Express my actions positively  
Nurture into a better person  
Treat myself and others with respect