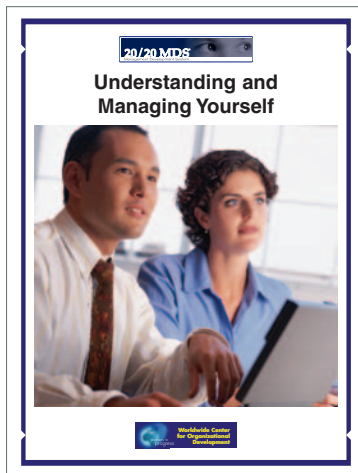


# Understanding and Managing Yourself (Level A)



## Underpinning Competencies

- Emotional Intelligence
- Directional Clarity
- Setting Goals and Standards
- Managing and Prioritising Time
- Planning and Scheduling Work

## Linked Assessments (where applicable)

- Psychological Type Indicator
- Time Management Effectiveness Profile
- Stress/Pressure Management Effectiveness Profile

This module has two parts. The first part explores the whole area of personal style and temperament and suggest that we can be more effective by recognising that people can think and act in ways that are often quite different to our own.

The second part of this module looks at the whole area of personal time management. Some experts suggest that many managers escape from the pressures of job induced anxiety by adopting a number of unproductive mechanisms that they call “busyness”. They escape into time consuming activities that they find less threatening, though much less productive, than the tough aspects of their jobs. Of course, once this time has passed you cannot get it back; time is one of the aspects of our lives that many of us value only once it has slipped away.

If you adopt the techniques described in this module and to better understanding yourself and others and organising your time as suggested, you will find that you are getting more done in a calmer and more efficient manner.

## Objectives

At the end of this module you will be able to:

- understand your own style and temperament (in comparison to others)
- learn to “flex” your style when this would be beneficial
- analyse how effectively you use your time at the moment
- describe strategies for using time more productively
- plan how you will improve your use of time
- assess your vulnerability to stress and plan how to look after yourself more effectively.