
Self-Management

Definition

Must be able to use introspection, self-evaluation and self-management techniques in order to pro-actively and continuously improve own behavior and performance.

Key Words: Time Management; Personal Organization; Reliability; Self-improvement.

Behavioral Indicators:

1. Realistically assesses own strengths and weaknesses and their impact on others relative to the requirements of the work.
 2. Seeks and effectively uses feedback from others to assess and improve own performance.
 3. Manages own time effectively.
 4. Seeks to improve own performance and takes corrective actions to remedy any shortfalls identified.
 5. Takes full responsibility for own achievements.
 6. Perseveres in the face of performance obstacles for the achievement of work objectives.
 7. Consistently chooses ethical courses of action for workplace behavior.
 8. Is reliable, punctual and conscientious.
-

PROFICIENCY LEVELS: Self-Management

LEVEL I

- Tries to manage own time if there are not too many interruptions.
- Accepts feedback on own performance.
- Finds it difficult to persevere when experiencing obstacles.
- Knows the organization's code of ethical and expected workplace behavior.
- Is generally punctual and reliable.
- Deals with work issues one at a time and as they arise.

LEVEL II

- Manages time efficiently and effectively.
- Gives and seeks feedback on own performance.
- Perseveres in the face of performance obstacles for the achievement of work objectives.
- Consistently chooses an ethical course of action for workplace behavior.
- Is reliable and punctual.
- Consistently demonstrates a preference for openness, honesty and integrity.
- Is well prepared and organized for meetings, team contributions and work assignments.
- Forms relations with seniors, staff and peers that produce trust and approachability.

LEVEL III

- Time management and personal organization is a natural component of everyday conduct.
 - Actively seeks feedback on own performance and voluntarily improves own performance.
 - Generally overcomes performance obstacles and is successful in the workplace.
 - Prefers openness, honesty and integrity.
 - Thinks about things in advance and is well prepared and organized for events and tasks as they arise.
 - Is proactive, able to prioritize tasks and activities.
 - Manages other's time and advises and coaches others on effective self-management strategies.
-