

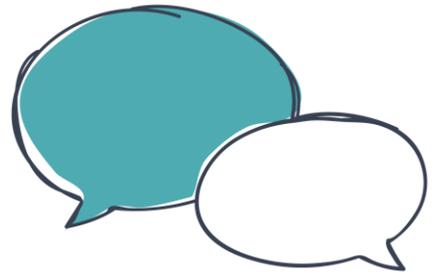
Self Management



EXERCISE 1: IMPROVING SELF CONTROL

Great leadership self management requires impeccable self control.

Think back to the last time you said something rash and regretted it later.



Describe the situation

What was the outcome and what could you have done differently?

EXERCISE 2: WHAT IS TRUSTWORTHINESS TO ME?

Thinking about a time that you have broken someone's trust or overpromised on a deliverable, write a brief letter to yourself about what it means to you now, to be a trustworthy leader.



My letter to myself

EXERCISE 3: IMPROVE MY CONSCIENTIOUSNESS

Conscientiousness is a key component of self-leadership, so what's your current state of play?

Complete the assessment, marking 1 if this never applies to you and 5 if it almost always applies to you

When you've finished, circle the areas where you want to make changes.

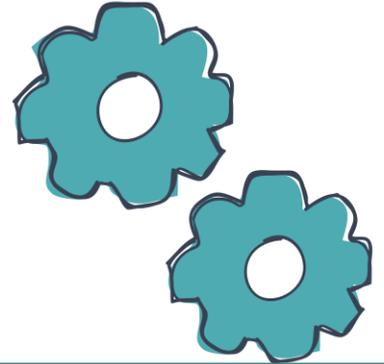


Checklist	1	2	3	4	5
I always finish my work before surfing the internet					
I plan as much as permissible in my role, and know what I need to complete each day					
I carefully check the details before signing off on a project					
I am able to clear my mind and focus on tasks					
When I receive unreasonable demands, I address it to restore reasonableness.					
I avoid multi-tasking as it impairs my focus					
I use to-do lists and scheduling to manage my time					
I regularly practice mindfulness to keep the clutter out of my mind					

EXERCISE 4: BECOME MORE ADAPTABLE

Jeff Boss talks about the 14 signs of an adaptable person. How many of them have you mastered?

<https://www.forbes.com/sites/jeffboss/2015/09/03/14-signs-of-an-adaptable-person/#637724e216ea>



Make some notes about the signs that resonate most with you.

EXERCISE 5: BUILDING COURAGE

Spend some time thinking about your worst fear as a leader, and then work through the questions below.



What do I fear the most?

How likely is it that the worst will happen? If it did, what could I do to mitigate the impact?

How have other people succeed in this area? What could I copy? What small steps could I take now?

EXERCISE 6: END OF TOPIC REFLECTION

Think about these 3 questions in particular:

- Compared with someone who manages themselves perfectly even under stress, how do I compare?
- What is it that I'm missing and need to change?

Write your reflections here: