

Self-Management – *Laura Poppo*

Overview

Successful people often confront obstacles to making their dreams come true. Colleagues and bankers laughed at Michael Burton when he quit his lucrative consulting job and vowed to turn his snow-surfing concept into a popular sport; Atari and Hewlett-Packard rejected Steve Jobs when he attempted to get them interested in his personal computer idea; Michael Jordan was cut from his high school basketball team; and the only job offered to Sandra Day O’Conner after graduating from law school was as a legal secretary. These are just a few examples of people who led themselves to overcome the ‘can’ts’ in their lives. They followed their inner voices and kept forging ahead until their dreams and ideas became a reality. In this course you will learn strategies and skills to lead yourself toward living your goals and dreams. This is a personal activity/exercise driven course that will allow you to identify and practice self-leadership strategies. The underlying management principle is ‘First you need to learn to lead yourself, and then you will be in a solid position to effectively lead others’.

Course Topics

- Self-Leadership Inventory
 - o Identify your strengths and opportunities that you currently have as a self-leader.

- Skills and Strategies
 - o Self-reward: What kinds of reward do you use? How and when to reward yourself?
 - o Avoid self-punishment: What are the activities or habits that bring on guilt? Can you develop rewards for substitute behaviors?
 - o Cues: Can you focus on the positive cues in your life and avoid the negative ones?
 - o Self-Goal Setting: To lead you have to know where you are going!
 - o The Power of Positive Thinking: Positive affirmations engage your mind, a powerful tool that can help you proactively develop necessary skills, attitudes, and beliefs.
 - o Self-observation: Enables you to consciously adjust and change your behavior

- Putting it all together
 - o Drafting a Self-Leadership Vision and Credo