



Self Management for Catholic School Principals

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What is Self?

Self is YOU!

Self is what you want to BE in your life.

Self is your IDENTITY

What is Management?

MANAGEMENT is the process of dealing with ones self and others in management.

It is an ART to encourage others to accomplish the given task and achieve goals on time.

What is Self Management?

The process to design your identity and encourage yourself and others to accomplish the goal on time.

Self Management is the responsibility that one takes for their behavior, actions, and own well being.



Confidence

A feeling of self-assurance arising from one's appreciation of one's own abilities or qualities.

What Is Confidence? Confidence means **feeling sure of yourself and your abilities** — not in an arrogant way, but in a realistic, secure way.

Confidence isn't about feeling superior to others. It's a quiet inner knowledge that you are capable.

5 psychology backed exercises to boost your self-confidence.

- SMILE
- Listen to a high power song – think Queen's We Will Rock You
- Do a “power pose”
- Have a “confidence buddy”
- Take on an alter ego



Inside my stomach
there is a little duck
who demands bread.



The action of organizing something.

Being organized **can benefit your health and help you feel happier and more relaxed.**

Disorganization can wreak havoc on your life. It can lead to an increased stress level and depression.

E-MAIL LIKE A BOSS

@danidonovan

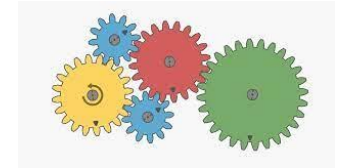
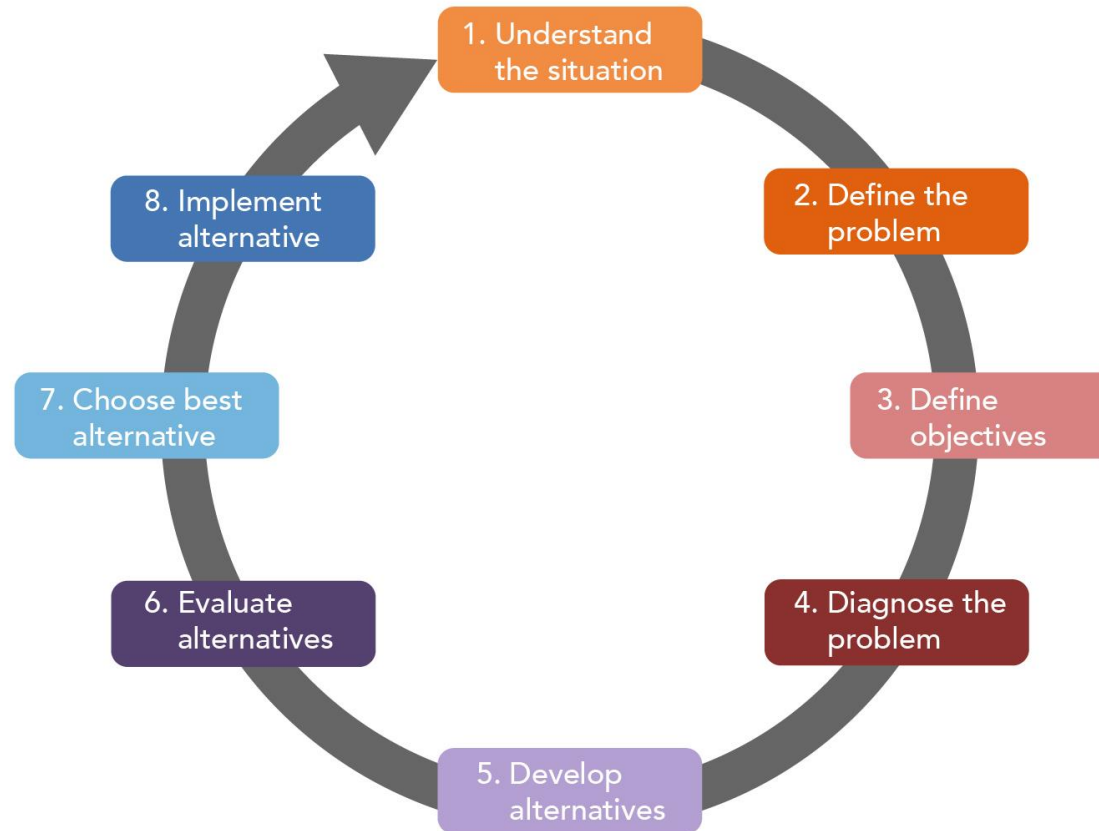
<p style="font-size: x-small; color: #00AEEF;">I TOOK A WHILE BUT YOU CAN DEAL</p> <p style="font-size: x-small;">✗ SORRY FOR THE DELAY</p> <p style="font-size: x-small;">✓ THANKS FOR YOUR PATIENCE</p>	<p style="font-size: x-small; color: #00AEEF;">MY SCHEDULE MATTERS TOO</p> <p style="font-size: x-small;">✗ WHAT WORKS BEST FOR YOU?</p> <p style="font-size: x-small;">✓ COULD YOU DO ___:___?</p>	<p style="font-size: x-small; color: #00AEEF;">YEAH, YOU'RE WELCOME</p> <p style="font-size: x-small;">✗ NO PROBLEM / NO WORRIES!</p> <p style="font-size: x-small;">✓ ALWAYS HAPPY TO HELP!</p>
<p style="font-size: x-small; color: #00AEEF;">I KNOW WHAT I'M DOING</p> <p style="font-size: x-small;">✗ I THINK MAYBE WE SHOULD ___</p> <p style="font-size: x-small;">✓ IT'D BE BEST IF WE ___</p>	<p style="font-size: x-small; color: #00AEEF;">WORDING THIS IS HARD</p> <p style="font-size: x-small;">✗ *REWRITING E-MAIL FOR 40 MINUTES*</p> <p style="font-size: x-small;">✓ IT'D BE EASIER TO DISCUSS IN PERSON</p>	<p style="font-size: x-small; color: #00AEEF;">DO YOU GET IT?</p> <p style="font-size: x-small;">✗ HOPEFULLY THAT MAKES SENSE?</p> <p style="font-size: x-small;">✓ LET ME KNOW IF YOU HAVE QUESTION</p>
<p style="font-size: x-small; color: #00AEEF;">WHERE THE HECK ARE WE ON THIS?</p> <p style="font-size: x-small;">✗ JUST WANTED TO CHECK IN</p> <p style="font-size: x-small;">✓ WHEN CAN I EXPECT AN UPDATE?</p>	<p style="font-size: x-small; color: #00AEEF;">I MADE A SMALL ERROR</p> <p style="font-size: x-small;">✗ AHH SORRY! MY BAD. TOTALLY MISSED THAT.</p> <p style="font-size: x-small;">✓ NICE CATCH! UPDATED FILE ATTACHED. THANKS FOR LETTING ME KNOW!</p>	<p style="font-size: x-small; color: #00AEEF;">I HAVE AN APPOINTMENT</p> <p style="font-size: x-small;">✗ COULD I POSSIBLY LEAVE EARLY?</p> <p style="font-size: x-small;">✓ I WILL NEED TO LEAVE FOR ___ AT ___:___</p>

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Decision Making

Decision making is **the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions**. Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives.



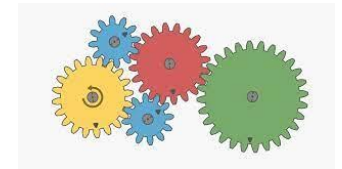
Problem Solving

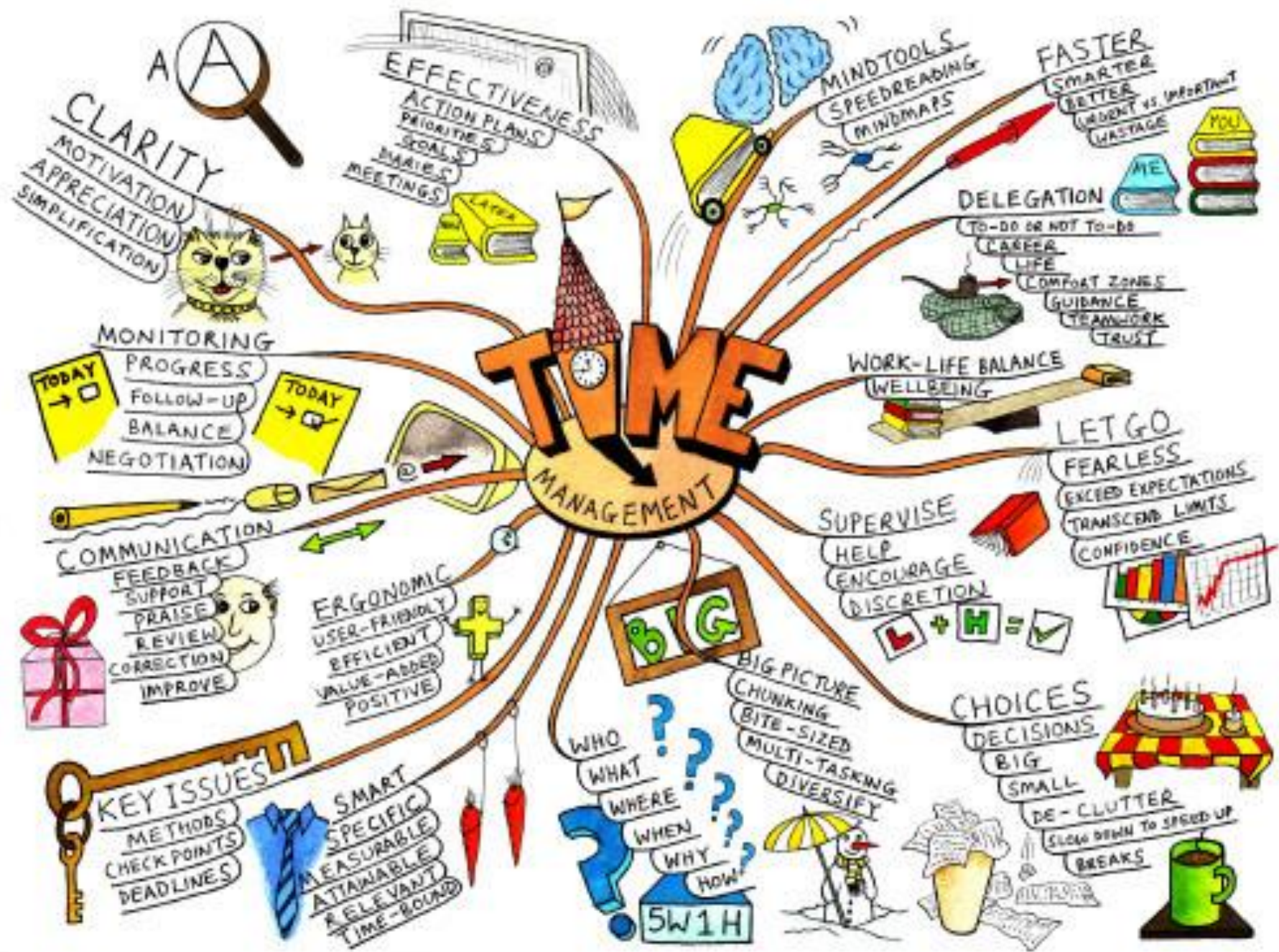
Problem solving is the act of defining a problem; determining the cause of the problem; identifying, prioritizing, and selecting alternatives for a solution; and implementing a solution.

THE PROBLEM SOLVING SEQUENCE



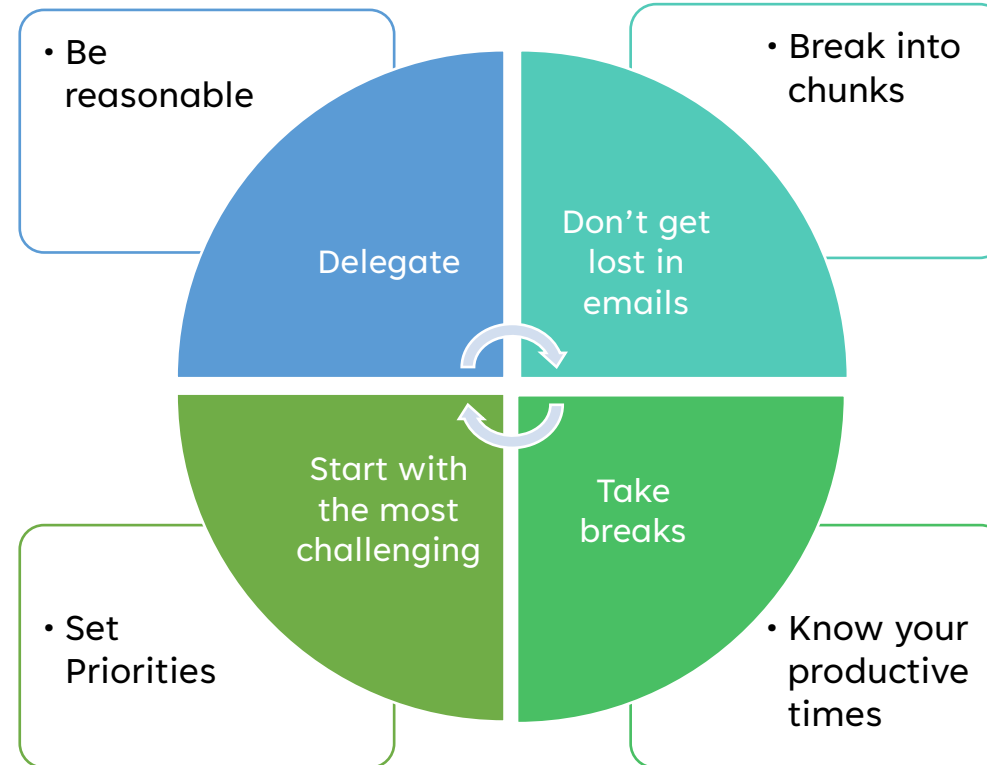
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Time Management

Time management is the process of organizing and planning how to divide your time between different activities.



Stress Management

Effective **stress management** helps you break the hold stress has on your life, so you can be happier, healthier, and more productive.



