

Six Components of Self-Management

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The office environment can be a challenging place. You have to deal with all kinds of personalities at any given time, you see things that are broken but lack the resources or influence to fix them, and, often, people who don't understand your work are there to tell you how to do it. We all just want to produce good results and receive acknowledgment for our effort. In an ideal

world, you are in a role that plays to your strengths and motivations and limits exposure to your weaknesses, and you are partnered with a manager who serves as your advocate. In reality, you're likely motivated by some aspects of your job and not always by others, and your manager has many other responsibilities that prevent them from being the best coach they can be to their team. In this scenario, the best you can do is do your best. And achieving your best requires a measure of self-management.

Organizations are always looking for employees who exhibit high potential and caliber for self-management. Focusing on the following six areas of self-management can help your company identify and nurture future leaders and lay a foundation for performance management and individual development.

1. Composure Under Pressure

Did you know one of the top job competencies for supervisory, sales, and customer-service positions is composure? Regardless of the power dynamic between employees and stakeholders, staying composed shows that they are in control. Staying calm earns respect, sets the tone, and increases others' willingness to follow their lead. It's contagious, in a good way.

4 Ways to Keep Your Cool and Remain Composed:

- **Remain visible** - Allow your teammates to see you so they know you are in control and handling the situation.
- **Respond decisively** - Stand behind your decisions and encourage your team to take action, but don't hesitate to ask for help when needed.
- **Take accountability** - Let your teammates know that you are accountable and committed to solving the issue and that you'll do so in a timely, effective manner.
- **Stay positive** - Enable others to regain their composure by keeping your cool. The more relaxed and calm everyone is, the better the outcome will be.

2. Self-Awareness

It's important that employees consider the way they're perceived by the people around them. They might be perfectly good at performing their work, but if their teammates only experience their loud personal phone calls that echo through the building, oblivious comments that insult other team members, and tiresome questioning of others' statements, it's going to be difficult to put that person into a place of leadership. A self-aware employee monitors reactions and considers how their words and actions affect everyone else.

How to be more self-aware:

- **Ask for honest feedback** - Don't argue with or deflect what you hear.
- **Take a personality assessment** - Gather insights on your personality and work-specific competencies to help you understand your own proficiencies and deficiencies.
- **Reflect** - Think back on your daily interactions and how you handled situations well or could have handled them differently.

[Read about the final four components](#) on the Caliper blog.

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