

SELF-MANAGEMENT AS CONDITION OF PERSONAL AND PROFESSIONAL SUCCESS

The article is devoted to the problem of generalization and systematization of the principles of self-management as a key instrument of personal development.

Analysis of the recent research. Many foreign and Ukrainian scientists studied various aspects of the phenomenon of self-management development. Lothar J. Seiwert, the representative of the rational school of management paid attention to the identifying tools of saving employee's time. V.I. Andreev in his concept of self-management focused on self-creative personality, where self-management is the basis to ensure labor productivity. M. Woodcock's and D. Francis's theory shows the idea of overcoming employee's own limitations.

Setting targets. The aim of the article is the generalization of approaches to the self-management definitions, the main functions of self-management analysis and the study of the basic techniques of self-management.

Results. The concept of "self-management" was introduced by Lothar J. Seiwert, the Director of the German time management Institute [1].

Self-management is the art to manage oneself, one's time, one's life and to make a career using self-esteem, self-determination and self-development.

The main objectives of self-management are:

- maximum use one's own opportunities;
- conscious control of one's own life, self-determination;
- ability to withstand external influences on work and personal life.

The functions of self-management are to find ways to solve many daily tasks and problems.

The most popular methods of self-management are:

– Alpa Method. The method takes 5-10 minutes and includes 5 stages: preparation of tasks, action duration assessment, time reservation (in the ratio of 60/40), priorities solution, control.

– Diary time. It is the most important means of personal self-management. The method involves the simultaneous making of a calendar, a memo, a personal diary, a notebook. It is a tool of planning and control [2].

– SMART-technology of setting goals (by T. Doran). SMART-technology sets the criteria for quality objectives to be followed, it is a simple and compact instrument. The name of the technology is an acronym, composed of the first letters of English words, calling the relevant criteria as targets:

Specific – a specific area for improvement.

Measurable – quantify or at least suggest an indicator of progress.

Assignable – specify who will do it.

Realistic – state what results can realistically be achieved, given available resources.

Time-related – specify when the result(s) can be achieved.

Conclusion. Self-management is a consistent and purposeful way of using effective methods, techniques and technologies of self-realization and self-developmental potential of the individual.

Our further research will be devoted to the time-management analysis.

LITERATURE

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