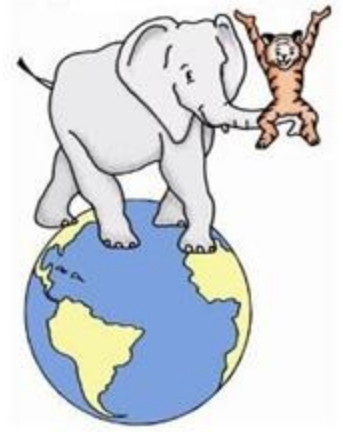


# Self-Management

Self-management is the ability to make wise choices in order to achieve a successful and joyous life.



## Principles of Self-Management

1. ★ Respect  
*Respect is discipline*
2. ★ Choice  
*Winner or victim?*
3. ★ Uniqueness  
*Only one of me*  
*Only one of you*
4. ★ The Human Brain  
*Part I – (Reptilian) protection and survival*  
*Part II – (Limbic system) emotional and social needs*  
*Part III – (Neo cortex) intellect and ethics*
5. ★ The Body  
*Care and safety*
6. ★ Feelings  
*Keep it or let it go?*
7. ★ Personal Power  
*I am a “10”*
8. ★ Clear Communication  
*Tiger and elephant*
9. ★ Problem Solving  
*Win-win*
10. ★ Inner Wisdom  
*Listen to myself*
11. ★ Gratefulness  
*Daily appreciation*
12. ★ Working Together As a Team  
*We all win!!!*

# Choice

## *Winner or victim?*

Choice is the process of deciding between alternatives.

Our challenge is to accept that we always have a choice and that we are responsible for the outcome.

There are consequences to every choice. They are either positive or negative.

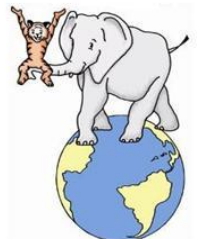
The choices we make lead us to feel like winners or victims.

### ✓ **Winners**

- Aware of the choices
- Consider possible consequences
- Make a choice
- Accept responsibility for any outcome
- Self-appreciation: *"I did my best!"*

### ✓ **Victims**

- Unaware of having choices
- Blame others/ circumstances for any negative consequence
- Make a choice without being aware of doing it
- Don't take responsibility: *"I had no choice"*
- Anger against others/circumstances



# The Human Brain

According to Dr. Paul Maclean, our brain is divided into three parts.

- **Part I- (Reptilian)**

It's in charge of keeping us alive.

- ✓ Survival:
  - Air, water, food, sleep, reproduction
- ✓ Protection:
  - Fight, freeze or flight

- **Part II- (Limbic system)**

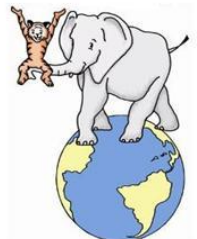
It's in charge of emotional and social needs.

- ✓ Seat of emotions
  - Love, fear, anger, hate, happiness, sadness
- ✓ Need to be with others( sense of belonging):
  - Family, friends, groups, clubs, teams, gangs

- **Part III- (Neo cortex)**

It's in charge of intelligence (logic /creativity) and ethics.

- ✓ It's a processing center.
  - Learning
  - Memory (conscious and unconscious)
  - Critical thinking
  - Problem solving
- ✓ It manages the behavior of our reactions to our feelings and needs.
  - Setting boundaries
  - Values: right/wrong



# Clear Communication

## Tiger and elephant

Clear communication is essential for understanding each other. We communicate clearly when we can express ourselves safely and listen with care. Therefore, we need special skills: self expression and active listening.

**Self expression** is when we talk about ourselves; we share our thoughts, feelings, ideas, and opinions. This is the role of the **tiger**.

**Active listening** is when we are present, pay attention to what the **tiger** is saying, and want to communicate without judgement. This is the role of the **elephant**.

We are all **tigers** and **elephants**. In clear communication one takes over the other when we are talking or listening.



### **TIGER:**

1. **Express yourself clearly:** “I think...”, “I feel...”, “I want...”, “My idea is ...”
2. **Body language:** Use body language to show what you want to say.
3. **Tone of voice:** Use a tone of voice that reflects your thoughts/feelings.

### **ELEPHANT:**

1. **Ask questions:** Choose questions that will help the **tiger** feel safe.
2. **Body language:** Use *body language* that shows that you are listening.
3. **Tone of voice:** Use an appropriate *tone of voice*.
4. **Offer empathy:** Feel the situation. Offer support putting yourself in “the shoes” of the **tiger**. Words like “Oh!”, “WOW!” are often sufficient.
5. **Clarify:** If you are not sure about something, ask questions to understand clearly what the **tiger** is saying.
6. **Confirm:** After you have listened, confirm. Tell the **tiger**, in your own words, what you have understood.

