**Self Management / time management / meeting deadlines / prioritising**

What do these actually mean?

* Accept responsibility and make decisions.
* Act with integrity.
* Show flexibility and adaptability.
* Develop personal resilience and learn from setbacks.
* Show initiative.
* Demonstrate appropriate assertiveness.
* Practise effective time management to plan and prioritise tasks.
* Demonstrate an ability to improve performance based on feedback.
* Come up with ideas unaided.
* Show an ability to meet your objectives independently.
* Plan for deadlines and organise your time to achieved them

You will develop these skills in many ways in all aspects of your life, for example:

**Academic related**

* Consistently meeting work deadlines.
* Working on/completing a dissertation or lengthy project.
* Planning a revision schedule.
* Preparing and delivering a presentation.
* Completing the holiday reading list.
* Completing course work in advance.
* Arriving at lectures on time.
* Attending personal tutorials and reflecting on performance.
* Coming up with ideas to improve your course in a consultative forum.

**Extra-curricular**

* Starting up your own business/social enterprise.
* Fitting in clubs/societies alongside academic commitments.
* Long distance running/marathons.
* Learning a new language at home.
* Independent travel/gap year.
* Regularly attending the gym.
* Signing up to self-improvement courses.
* Creating a marketing campaign (e.g. for election to university societies).
* Long term commitment to music / sport / hobby / club.
* Achievement of awards in music / sport / performance / art / etc.

**Work experience**

* Regularly meeting and/or exceeding sales targets.
* Organising an event with an allocated budget.
* Completing an appraisal form.
* Writing a business proposal/business plan.
* Opening and closing a shop/restaurant at the beginning and end of a day.
* Working from home.
* Visiting elderly people on a weekly basis.
* Assisting at the local youth club.
* Keeping a learning log/reflective journal about your experiences.

**Other**

* Familiarising yourself with online self-management tools i.e. Business Balls, Mind Tools.
* Using project management packages i.e. Mindjet – Mind Manager.
* Keeping a diary and recording 'to do' lists (online or hard copy).
* Building a career development plan.
* Signing up to a course to improve time management skills.
* Building and maintaining a comprehensive LinkedIn profile.
* Actively seeking feedback from peers.
* Running a home and family alongside studies and extra-curricular activities.
* Student self-management tools – list of apps <http://www.capella.edu/blogs/cublog/best-time-management-apps-for-adult-students/>

Android option <https://play.google.com/store/apps/details?id=com.rememberthemilk.MobileRTM>