

Module 1: Self-Management (Part 1)



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1. Life Plan

TRB

This section is about goal setting and getting the most out of your life, all while nurturing your mind, body and spirit. There are a couple of stages in this process:

- **Stage One: Personality Type** – Understanding yourself in terms of strengths and weaknesses.
- **Stage Two: Reality Check** – Identifying where you are now in your life.

Stage One: Personality Type

TICK BOX ACTIVITY

1. What kind of goal-setter are you?

Tick ✓ the statement that applies to you.

- (a) I am an underachiever. I set goals all the time but I haven't achieved any of them yet. ☐
- (b) I am achieving but would like to achieve more. ☐
- (c) I do set goals but would like to learn a new way of doing it. ☐



WRITTEN ACTIVITY

2. Think about your life now and why you might need to set goals.

Complete this sentence: *I need to set goals because*





Now let's look at you in more detail. What kind of personality do you have? This may determine your attitude to goal-setting. Choose the bird description below that best matches your personality.

Dove: The compassionate and peaceful dove. The dove is people orientated, loyal, friendly, hard working and a great team player but tends to avoid change, confrontation, risk taking and assertiveness.



Owl: The wise owl. The owl is logical, mathematically minded, methodical and sometimes seen as a perfectionist. The owl can be slow to make decisions and inflexible if rules and logic say otherwise. Owls are not big risk takers but love detail.



Peacock: The showy peacock. The peacock loves talking and being the centre of attention, has passion/enthusiasm and is happy/optimistic. Peacocks can be accused of talking too much and aren't good with detail or time-control.



Eagle: The bold eagle. Eagles are dominant, stimulated by challenge, decisive and direct. Eagles can be blunt/stubborn, lose sight of the big picture and insensitive to other people's needs. Eagles are natural achievers.



Source: www.achieve-goal-setting-success.com/behaviour-profile.html

WRITTEN ACTIVITY

3. Bird Types

(a) Which bird best describes you?

(b) How might this impact on your goal-setting?







(c) Therefore, to get the best out of goal-setting, you should

More fact-finding







- (a) Try the Myers-Briggs Personality test. Read the first two lists left to right and decide if you are an Extrovert or an Introvert. Circle E or I. Do the same for the other three sets of lists. At the end of the process you will end up with four letters, e.g. ENTJ. This is your Myers-Briggs Personality type.

Myers-Briggs Short Test







EXTROVERT E

-  Sociable
-  Outgoing
-  Animated
-  Expressive
-  Acts before thinking
-  Broad experience







PRACTICAL S

-  Down-to-earth
-  Eye for detail
-  Materialistic
-  Trusts experience
-  Values security
-  Works systematically







COOL T

-  Seeks respect
-  Critical
-  Thinking
-  Questions
-  Independent
-  Values truth







ORGANISED J

-  Planned approach
-  Makes decisions
-  Disciplined
-  Sets goals
-  Good at completing
-  Controlled

INTROVERT I

-  Private
-  Reserved
-  Quiet
-  Reflective
-  Thinks before acting
-  Deep experience







IMAGINATIVE N

-  Full of ideas
-  Sees meaning
-  Idealistic
-  Trusts hunches
-  Values freedom
-  Works in bursts

WARM F

-  Seeks appreciation
-  Supportive
-  Feeling
-  Trusts
-  Belonging
-  Values harmony

EASYGOING P

-  Flexible approach
-  Keeps options open
-  Haphazard
-  Spots opportunities
-  Good at exploring
-  Spontaneous



Your personality type is determined by the preferred mode for each of the four pairs listed on the previous page. There are **16** possible combinations:

Thinking Types: ESTJ, ENTJ, ISTP, INTP

Intuitive Types: ENTP, ENFP, INFJ, INTJ

Feeling Types: ESFJ, ENFJ, ISFP, INFP

Sensory Types: ESTP, ESFP, ISFJ, ISTJ

WRITTEN ACTIVITY

4. Your Myers-Briggs personality type

(a) What is your personality type? [i.e. four letters]

(b) Which is your preferred type?

(c) Is this a surprise to you? If so, why?

RESEARCH

5. See if you can find a famous person who shares your personality type.

Search online for: Myers-Briggs famous type





- (b) Now try the Gardner's (1983) Multiple Intelligences Test. Work through each list of statements in turn. Within each list:
- Tick ✓ each of the comments that describes you
 - Then total the number of ticks in each list
- That reveals your score for that particular intelligence.

Body Smart (Kinaesthetic Intelligence)

1. I do at least one sport in my free time.
2. I find it hard to sit still for a long time.
3. I like working with my hands to make things.
4. My best ideas come to me when I am walking or doing something.
5. I like to dance.
6. I need to touch things to learn about them.
7. I enjoy scary amusement rides.
8. I am not clumsy.
9. I like to learn by doing rather than reading how to do it.
10. I like to act things out to help me to remember.

Score out of ten: _____


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Word Smart (Linguistic Intelligence)

1. Books are very important to me.
2. I can hear words in my head before I read, speak or write them down.
3. I prefer listening to the radio or audiobooks than watching TV or films.
4. I am good at word games like Scrabble or crosswords.
5. I like jokes and tongue twisters.
6. Other people ask me to explain the words I use when writing or speaking.
7. English is easier for me than maths.
8. In adverts I notice the words more than the pictures.
9. I often talk about things I have heard or read.
10. I have written something recently that I am proud of.

Score out of ten: _____


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Picture Smart (Visual/Spatial Intelligence)

1. I often see clear pictures or images when I close my eyes.
2. Art is one of my favourite subjects.
3. I like to take pictures or videos to record what I see around me.
4. I enjoy doing jigsaw puzzles and finding my way through mazes.
5. I have vivid dreams at night.
6. I can usually find my way around places that I don't know well.
7. I like to draw or doodle.
8. I like drawing diagrams or graphs in lessons.
9. I can imagine how something would look if I was right above it.
10. I prefer books that have lots of pictures.

Score out of ten: _____


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Nature Smart (Naturalistic Intelligence)

1. I like being outside.
2. I enjoy being around animals.
3. I care about the environment in which I live.
4. I can recognise many sorts of animals.
5. I can recognise many sorts of plants.
6. I recycle as much as I can.
7. I enjoy going on long walks.
8. I switch off lights to save energy.
9. I hate being stuck indoors for a long time.
10. I like the wind and the rain.

Score out of ten: _____



People Smart (Interpersonal Intelligence)

1. People often come to me for advice.
2. I prefer group sports to solo sports.
3. If I have a problem I will ask for help and not try to solve it on my own.
4. I have at least three close friends.
5. I like social games and activities rather than those I do alone.
6. I like teaching others and know how to do it.
7. I think of myself as a leader or others have called me that.
8. I feel comfortable in the middle of a crowd.
9. I like parties.
10. I prefer being in a group at night to being on my own.

Score out of ten: _____



Number/Order Smart (Logical Intelligence)

1. I can easily add and subtract numbers in my head.
2. Maths or science is my favourite subject in school.
3. I enjoy playing games and solving puzzles.
4. I like doing experiments and questioning the results.
5. I am always looking for patterns, sequences and order in things.
6. I am interested in new developments in science.
7. I sometimes solve problems in my head.
8. I always notice when people are not sensible in what they say.
9. I like it when things are measured, sorted out and put into groups.
10. I believe you can explain most things with science.

Score out of ten: _____



Myself Smart (Intrapersonal Intelligence)

1. I like to spend time alone.
2. I like lessons that help me learn more about myself.
3. I like to think for myself and not follow others.
4. I have a special hobby/interest I keep to myself.



5. I know what I want to do in the future.
6. I have a good idea of my strong and weak points.
7. I prefer to spend some time alone than with a crowd of people.
8. I stand up for myself.
9. I keep a diary to record the events in my life.
10. I would like to be my own boss.

Score out of ten: _____

Music Smart (Musical Intelligence)

1. I have a good singing voice.
2. I can tell when someone sings or plays an instrument out of tune.
3. I spend a lot of time listening to music.
4. I play a musical instrument.
5. My life would be boring with no music in it.
6. I often cannot stop a tune running over and over in my head.
7. I can keep time with a piece of music with a drum or sticks.
8. I know the tunes of many different songs.
9. If I hear a piece of music once or twice, I can sing it back.
10. I often tap or sing a tune when I am studying or working.

Score out of ten: _____

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If you scored eight or above in any of the intelligences, you possess that intelligence.

WRITTEN ACTIVITY

6. Intelligences

(a) List your intelligences (i.e. the intelligences in which you scored eight or more).

(b) Do your goals/dreams fit with these?

(c) In which intelligences are you lacking?

(d) How might this impact on your goal-setting?

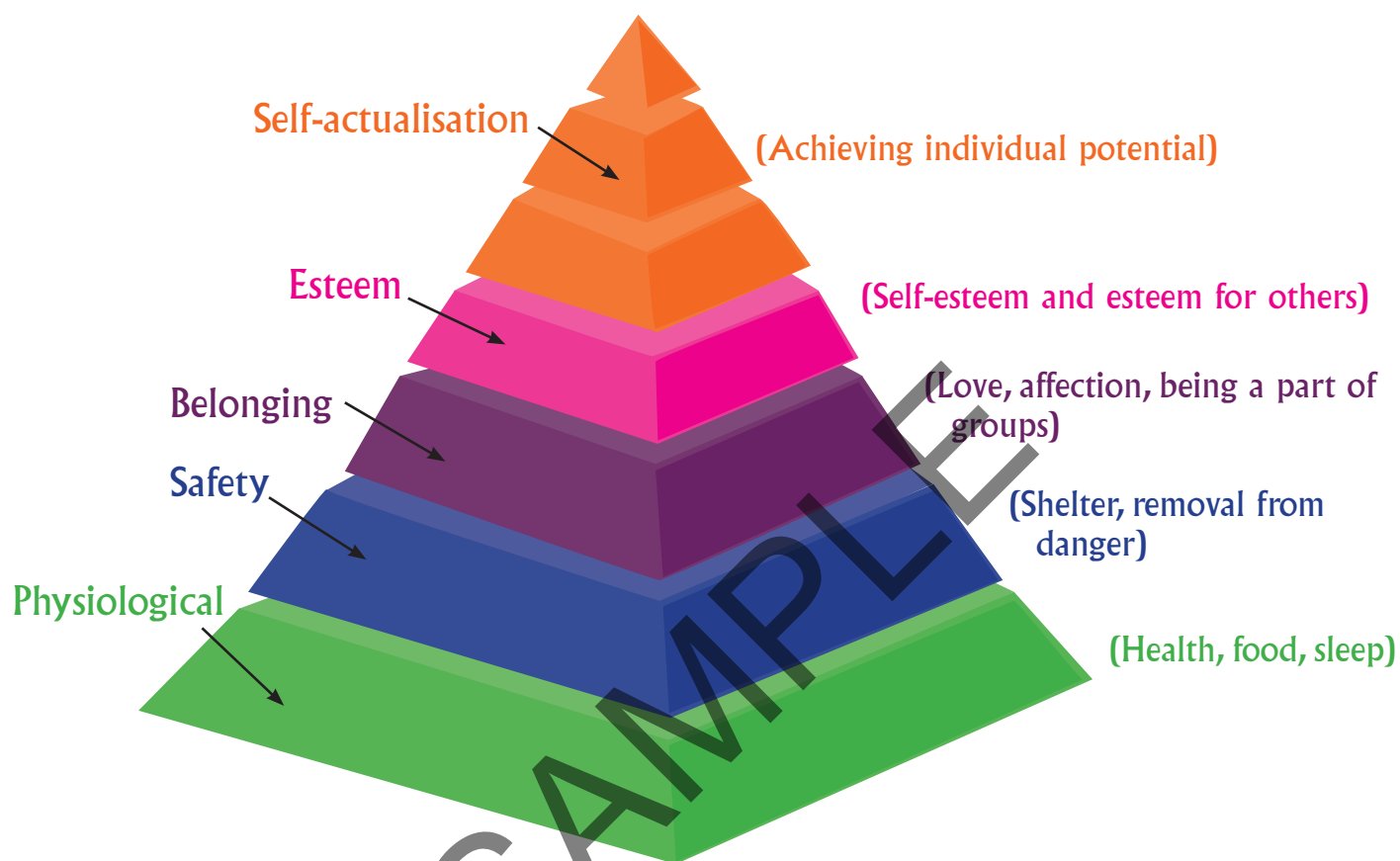
It is really important to understand your strengths and weaknesses when you are goal-setting. This ensures that you plan for success.



Stage Two: Reality Check

Understanding your life

In 1943, Abraham Maslow developed a hierarchy of needs. The bottom of the pyramid represents a person's basic needs and these become more advanced/complex as we move up through the levels. Look at the pyramid to decide which goals you will be focused on.



LIST ACTIVITY

7. Ten years on

Fill in the lists below. Your answers should reflect all that you hope to achieve in your life. Use Maslow's pyramid to help you reflect (a) on the needs you have fulfilled in the past 10 years and (b) how you might fulfil these and other needs in the next 10 years.

(a) Achievements in last 10 years

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(b) Achievements in next 10 years

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____



REFLECTION

8. What is most important to you in your life?

(a) Rank these in order. The most important thing to you is ranked as 1 and the least important is ranked as 6.

Family _____

Friends _____

Recreation _____

Career _____

Finance _____

Spiritual _____

Other _____

Other _____

Other _____

(b) In a typical week, how much time do you spend on each?

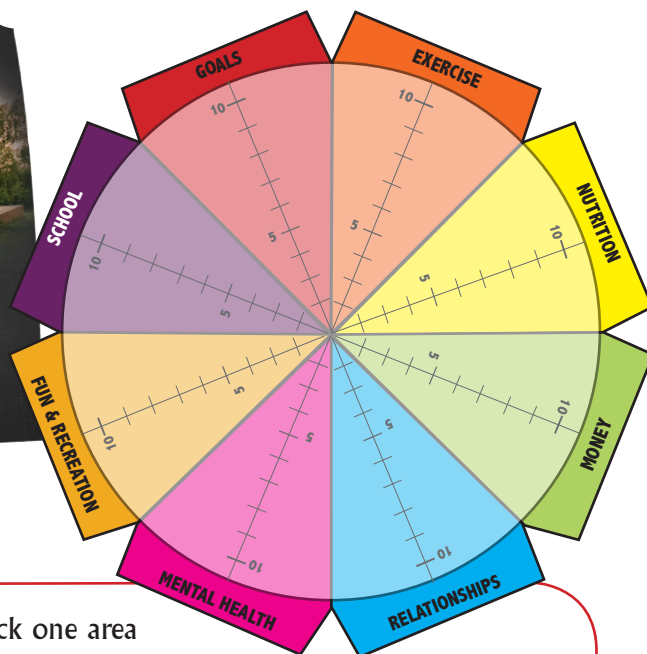
(c) Are you spending enough time on the things and people who are most important to you?

(d) Look at the list of what you hope to achieve in the next 10 years on page 15.

Does this match what you have listed as most important to you?

The Wheel of Life

The Wheel of Life is another useful tool to help you see where you are in your life. The circle below is divided into sections representing different areas of your life. Rate your current level of satisfaction for each area on a scale of one to ten, with ten being the highest. Draw a line through each section of the wheel at the relevant point. This will give you a good visual indication of how satisfied you are with each area of your life.



REFLECTION

9. From the information in your wheel of life, pick one area to complete a research project on.

You may find the following headings useful when completing your project:

- Future plans
- Who might help me to achieve them?
- What are my options? Who might I speak to? What information will I need to gather?
- How will I feel if my plan doesn't work out exactly as I imagined?
- How will I amend/adapt my plan?