



The National Honor Societies proudly present this series of tools to help you get #FutureReady. Use these to plan your day, your year, and your career.



# SELF-MANAGEMENT

## Why is this important?

Self-management is the process of taking care of your personal and emotional health. This includes self-reflection, personal renewal time, and accountability. Time management is also an important part of self-management. Please see our segment on time management for more information.

## What is personal renewal time?



- This is time you use to do things you enjoy. Examples: working out, playing video games, or listening to music.
- What do you enjoy doing with your free time?

## What are examples of self-management?



- **Personal hygiene**
  - How you look and feel can affect your mood
  - What are some ways you maintain good personal hygiene?
- **Diet and exercise**
  - What you eat and how often you move can affect your mood.
  - Limiting computer and video game time in order to be active or exercise is important.
  - What did you eat today? Does it fit into Choose My Plate? (See [ChooseMyPlate.gov](http://ChooseMyPlate.gov))
  - Exercise doesn't always mean going to the gym. Examples that could be built into your day:
    - o Take a walk, run, or bike ride with a friend or parent
    - o Find an online exercise video, such as yoga or stretching
    - o Participate in an organized sport, such as soccer or volleyball
    - o Join a dance or martial arts class

- What exercise have you participated in this week?



- **Stress management**

- Sometimes, we feel overwhelmed by the number of things we have to do. It's important to take time to de-stress.
- What do you do when you are feeling stressed out?

- o Is this the same activity that you thought of when asked what you enjoy doing on your free time? Why or why not?
- Here are some examples of healthy ways to manage your stress:
  - o Exercise!
  - o Take a break!
    - Walking away from a difficult task or homework assignment, and committing to come back to it later, can help your brain refresh.
  - o It's okay to say no!
    - Sometimes our calendars are full—it is okay to decline an invitation if you have too many things on your plate.
  - o Breathe deep!
    - Take a moment to take some deep breaths.



- **Self-reflection**

- Taking some time to reflect on yourself and your recent decisions can be important to self-management.
- Explore “Next Steps” at the end of this guide to begin self-reflection.

## Being Accountable to Your Peers

You now have some skills to be accountable to yourself. But are you accountable for your peers?



- **How often do you seek advice from a friend?**
  - Once a day
  - Once a week
  - Once a month
  - More often
- **How often do friends seek advice from you?**
  - Once a day
  - Once a week
  - Once a month
  - More often
- **It is great to be an accountable friend, but sometimes situations require a trusted adult.**

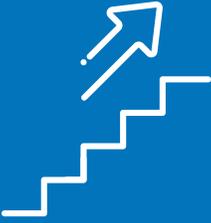
**Examples:**

  - A friend tells you they want to hurt themselves.
  - A friend tells you they want to hurt someone else.
  - A friend has a problem that is greater than what you can help with.
- **It is okay to inform a trusted adult of a situation where you cannot be accountable to your friend.**

Often times, adults have skill sets that can be helpful!
- **Do you have to be accountable to your peers?**

It's also important to not take on everyone else's problems as your own. Be helpful to your friends, but know when to involve an adult!

## NEXT STEPS



- Use the self-reflection worksheet.
- Play self-management bingo.

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