HOW TO SELF-MANAGE: A QUICK TIP FOR ADMINISTRATIVE ASSISTANTS

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In the administrative department, one basic task is to take care of the administrative matters in the company, that is to manage office systems and administrative concerns of managers and employees. When administrative assistants hear the word self-management, the tendency is that most think it is the ability to do projects on your own without depending on the boss. It is about being able to think on your feet. This is more of being self-sufficient.

Self-management is not only about being self-sufficient. Self-management is about knowing the life you would want to live. It is the self-awareness of your choices, decisions, and how you would listen to your inner voice, to listen before reacting, and to reflect and weigh options before deciding.

In a trying time, one like this COVID 19 crisis we are facing right now, self-management is a must if we are to handle and pull through this pandemic with sound mind and body. Being able to do so can help us focus on what are important and urgent especially in our work in the administrative department. First and foremost, self-awareness is something we should check with ourselves. How do we feel and what is our take on the uncertain situation we are being challenged with today? If we are able to lay down our cards clearly on this, we can, step by step, be able to make a definitely plan on what and how to do our roles and responsibilities.
Secondly, let us prioritize matters at hand. Remember the cliché, mind over matter? Realize that focusing on the solution is more important than focusing on the problem. It is also alright to put things on the back burner if necessary.

Thirdly, practice good decorum and communication. Most often, problems in the administration is poor communication. Be clear on your message and if there is a need to clarify on matters, be open and honest. Ask the right questions and you can get right answers. Provide right and complete answers as well. Being in the administration takes not only good organizing skills, being a good communicator can do lots of wonders on how you handle and manage your tasks well.

Finally, check on your-self from time to time. While it is good to be intellectual and right, never forget that kindness sparks better working relationships. It is also great for managing yourself and keeping yourself at the best shape whatever circumstance you are in.

References:

