

## SELF MANAGEMENT SKILLS AMONG GRADUATE STUDENTS IN VELLORE DISTRICT

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### Abstract

*The study examined the Self-management skills among Graduate Students in vellore district. A descriptive survey design was used for the study. Questionnaire was used for data collection from 739 graduate students by using multi-stage sampling method with three different colleges namely Government, Aided and Self-finance colleges affiliated Thiruvalluvar University in Vellore District. The research adopted descriptive design. The data were analyzed using the descriptive statistics from the Statistical Package for Social Science -20 version. Self-Management is the ability to manage personal reactions to responsibilities and challenges in work and life. It is very essential skill for manager, workers, teachers and especially graduate students. Self Management Skills include reflection, self awareness, flexibility, time management, commitment, goal setting, planning and monitoring and self-appraisal. The study was an attempt to find out the difference in the mean value of self-management and their courses of study, gender, domicile, academic performance. There is immediate necessity to capacitate the graduate students to face the challenges towards their better life. The study used various statistical methods such as; t-test and ANOVA test. The various suggestions given here would certainly help the students, parents, teachers, state and central governments and educational institutions to benefit and join hands to ensure a strong nation through developing self-management skills among the graduate students.*

**Key words :** Self-management, graduate students.

### Introduction

The study examined the Self-management skills among Graduate Students in vellore district. A descriptive survey design was used for the study. Questionnaire was used for data collection from 739 graduate students by using multi-stage sampling method with three different colleges namely

Government, Aided and Self-finance colleges affiliated Thiruvalluvar University in Vellore District. The research adopted descriptive design. The data were analyzed using the descriptive statistics from the Statistical Package for Social Science -20 version. Self-Management is the ability to manage personal reactions to responsibilities and challenges in work and life. It is very essential skill for manager, workers, teachers and especially graduate students. Self Management Skills include reflection, self awareness, flexibility, time management, commitment, goal setting, planning and monitoring and self-appraisal. According to Daniel Goleman et, al (2002) define the self-management skills such as; self-control, transparency, adaptability, achievement, initiative, and optimism. Robert E. Kelley (1998), says that everyone should develop four skills such as; learn to manage commitments and time, cultivate the motivation, ability to learn new things for work, building the personal network, identify broad goals and take care of health. The self management skills allow the graduates to align their work, career goal, academic performance and their life (Jack Suess 2015).

## REVIEW OF LITERATURE

According to Scottish Qualifications Authority (2007) a manager has a range of different skills and attributes, that are critical to their role and individual should be able to manage time, communicate effectively with colleagues and staff, make decisions, delegate, maintain effective relationships with customers and manage all the technical requirements associated with their jobs. These are all aspects of job role that will need to be managed as part of a self development programme. Students need to learn the skills of managing themselves before managing others. Appropriate planning, executing the plan and evaluating from feedback, will enable the students to enhance their self management skills.

According to Lorig (1993) self-management is learning and practicing skills necessary, to carry on an active and emotionally satisfying life in the face of a chronic condition. He further emphasized that self-management is not an alternative to medical care. Rather, self-management is aimed at helping the participant become an active, not adversarial, partner with health care providers. The graduate students need to gain self management skills to overcome handles and excel as an effective individual.

### Importance of Self Management :

Self-management is one of the main techniques of undergraduate for their successful

academic and work life. Few techniques to adopt in graduates students are, use of a wall planner to plan for the semester or use a diary to plan ahead. They need to have a list of things to do and their completion date, reviewing every week and identifying how time is utilized. The undergraduate students have to develop a study timetable and allot regular study times, plan ahead and identify objectives for each study session, vary learning activities, learn to prioritize tasks, make revision active and ongoing, be realistic about the personal and academic commitments. Need to leave some time for emergencies and to catch-up, monitor how much time is required for various tasks and adjust students routines accordingly, decide on a task and keep working on it until it is completed. If interruptions occur, deal with them and then go back to the task, Break large tasks into smaller, manageable ones, Schedule 1-2 hour study sessions with clear goals, make better use of small blocks of time such as time between lectures and public transport travel time, team up to tackle tasks and do not underestimate the time needed for study (Kaye & Kuki: 2007).

#### **Ways of Enhancing Self Management Skill :**

Self-management is linked to planning and organizing, but also describes one's ability to know who we are and what we want. A person with good self-management skills will have clear priorities and be able to critically review their strengths and weaknesses. As the world of work changes, self-management skills will become increasingly important for individuals to negotiate their path between job roles and employers. For efficient self management the individuals can follow the following techniques 1. Reflection, 2. Self Awareness, 3. Flexibility, 4. Time management, 5. Commitment, 6. Goal setting, 7. Planning & Monitoring and self appraisal, 8. Getting feedback.

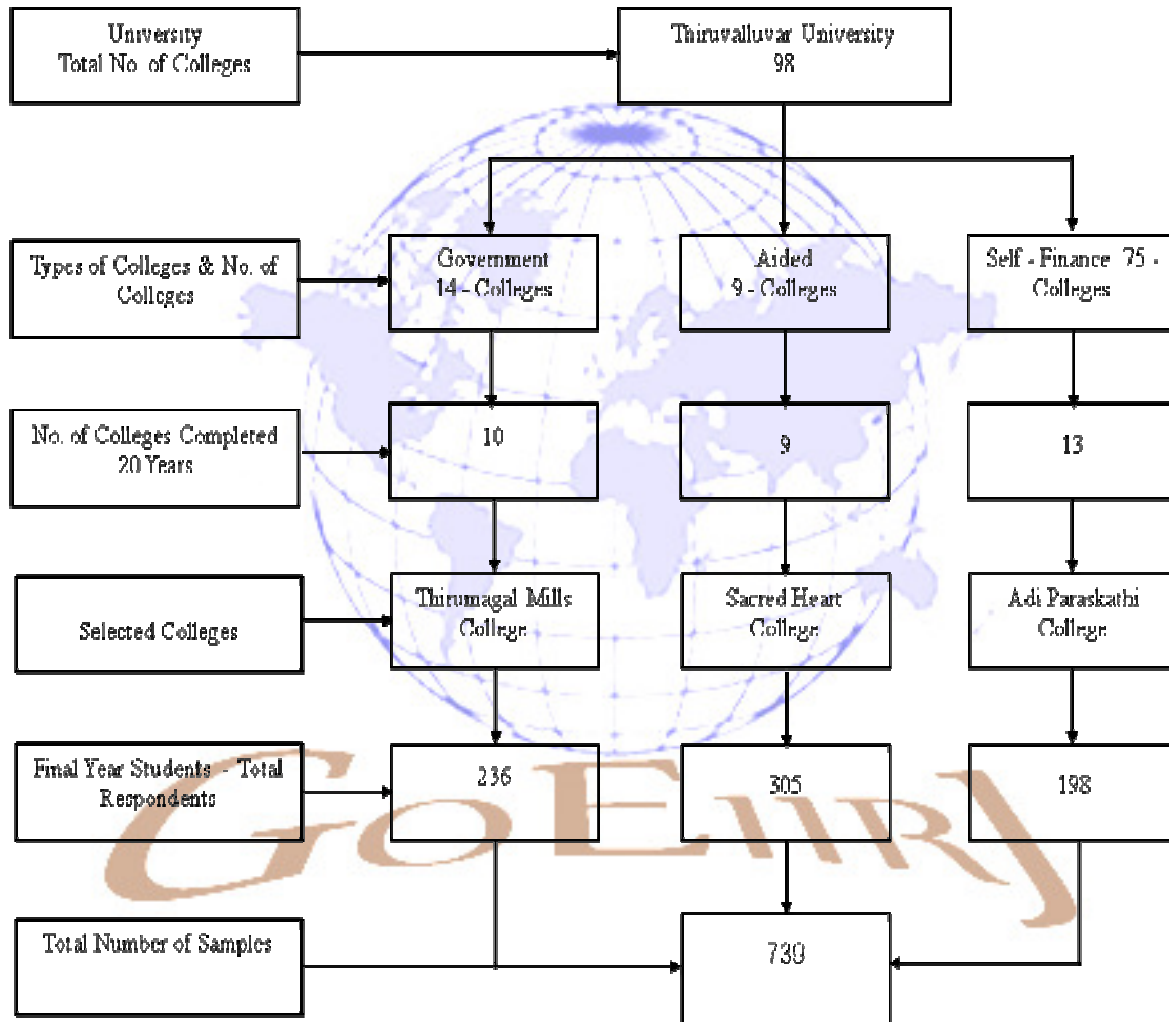
#### **METHODOLOGY**

The research design of this study is Descriptive Research Design. The design describes the graduate student's level of self-management skills. The colleges were stratified into three namely Government, Aided and Self-financed. Since, the number of colleges in each category is not equal, an inclusion criteria was used to narrow down the eligibility. The colleges irrespective of their category which have completed 20 years of its existence were included for the study purpose. From each category, one college was selected by using lottery method. Hence, the sampling design used for this was **Multistage Sampling**. The total number of samples of the study was 739 undergraduate students. The data collected from the primary respondents were analyzed using SPSS (Statistical



Package for Social Sciences). correlation, t-test and ANOVA were used to find out the significant difference or associations among the variables.

### Sampling Method



### ANALYSIS AND INTERPRETATION

Self-Management is the ability to manage personal reactions to responsibilities and challenges in work and life. Self management is an essential skill for a manager, workers, teachers and students. Self Management Skills include reflection, self awareness, flexibility, time management, commitment, goal setting, planning and monitoring and self-appraisal.

Table – 1

## Self Management Skill (Summary Table)

Self Management Skill	Never	Rarely	Sometimes	Always
Having a List of What I Have	<b>166</b> (22.5)	132 (17.9)	201 (27.2)	240 (32.5)
Allotting Times for the Studies	71 (9.6)	137 (18.5)	236 (31.9)	295 (39.9)
Recording Daily Events in a Dairy	<b>359</b> (48.6)	128 (17.3)	143 (19.4)	109 (14.7)
Setting Goals and Priorities in their Work and Personal Life	48 (6.5)	115 (15.6)	233 (31.5)	343 (46.4)
Planning before shopping / Tour / Games	132 (17.9)	113 (15.3)	181 (24.5)	313 (42.4)
Not Postponing the Planned Tasks	70 (9.5)	144 (19.5)	252 (34.1)	273 (36.9)
Sparing time for Personal Grooming, Enhancing Relationship	42 (5.4)	96 (13.0)	190 (25.7)	<b>411</b> (55.6)
Sparing time for Personal Evaluation to Strengthen life	53 (7.2)	145 (19.6)	<b>256</b> (34.6)	285 (38.6)
Being Adaptive to New Ideas	22 (3.0)	98 (13.3)	193 (26.1)	<b>426</b> (57.6)
Monitoring and Enhancing the Health Every Day	119 (16.1)	126 (17.1)	219 (29.6)	275 (37.2)

N=739)

In this research more than half (59.7%) of the graduates have a list of what they have in their room for their daily use. Nearly three fourth (71.8%) of the graduates allot time for their studies. Nearly two third (65.9%) of the graduates did not have the habit of recording their daily events in a diary. More than three fourth (77.9%) of the graduates had the skill of setting goals and prioritizing them for better implementation. Two third (66.9%) of the graduates did plan before an activity whether simple or bigger. Nearly three fourth (71%) of the graduates had the skill of not postponing the planned task. Majority (81.3%) of the students spared time for personal grooming and enhancing relationship. Here nearly three fourth (73.2%) of the students spared time for personal evaluation to strengthen life. Majority (83.7%) of the students had adapted new ideas in their academic life. Two third (66.8%) of the graduates in this study were monitoring and enhancing health every day.

Table - 2

Self-management skills by their gender – Independent sample t-test

Gender	Descriptive Statistics			t-test Equality of Means		
	N	Mean	Std. Deviation	t	df	Sig.
				Male	387	29.0568
Female	352	29.8210	5.17272			

The above tables shows that the mean difference in self-management skills by their gender (male and female) students (*male mean=29.0568*) the students have lower self-management skills than female students (*female mean=29.8210*) but independent sample t-test proved that there is significant difference ( $t = -1.928, df = 737, p < 0.05$ ) in the mean value of self-management skills by their gender.

Table -3

Self-management skills by their domicile – Independent sample t-test

Domicile	Descriptive Statistics			t-test Equality of Means		
	N	Mean	Std. Deviation	t	df	Sig.
Rural	545	29.3560	5.47873	-.548	737	.584
Urban	194	29.6031	5.14275			

The above tables reveals that the mean difference in self-management skills between rural and urban (*rural mean=29.3560*) (*urban mean=29.6031*), ( $t = -0.548, df = 737, p > 0.05$ ). As per the above table it is found out that there is no significant difference of mean values ( $P > 0.05$ ) in the self-management skills by the domicile. It could be stated that the students' self-management skills need not be dependent in their domicile.

Table -4

Self-management skills by their staying places – Independent sample t-test

Domicile	Descriptive Statistics			t-test Equality of Means		
	N	Mean	Std. Deviation	t	df	Sig.
Day-Scholar	656	29.6463	5.23085	3.217	737	0.001
Hosteller	83	27.6386	6.26951			

From the above table it is found out that the self-management skills significantly differ ( $P < 0.05$ ) by their staying place (day scholar, Hosteller), Since the mean value of self-management skills are high among day-scholars than the hostellers.

#### FINDINGS AND DISCUSSIONS

- More than half (59.7%) of the graduates have a list of what they have in their room for their daily use.
- Nearly three fourth (71.8%) of the graduates allot time for their studies.
- Nearly two third (65.9%) of the graduates did not have the habit of recording their daily events in a diary.
- More than three fourth (77.9%) of the graduates had the skill of setting goals and prioritizing them for better implementation.
- Two third (66.9%) of the graduates did plan before an activity whether simple or bigger.
- Nearly three fourth (71%) of the graduates had the skill of not postponing the planned task.
- Majority (81.3%) of the students spared time for personal grooming and enhancing relationship.
- Nearly three fourth (73.2%) of the students spared time for personal evaluation to strengthen life.
- Majority (83.7%) of the students had adapted new ideas in their academic life.
- Two third (66.8%) of the graduates in this study were monitoring and enhancing health every day
- Female students possessed higher self-management skills than the boys students.
- The self-management skills high among day-scholars than the hostellers.

### Discussions

- Graduate students responsible for everything that happens in their life. Learn to accept total responsibility for them. If not manage themselves, letting other have control their life. Graduate students should look at every new opportunity as an exciting and new life experience.
- Graduate students should look at every new opportunity as an exciting and new-life experience and students should get into the habit of finishing what they start.
- Graduate students should project always, be a self-confidence and self-assurance in the potential of completing any tasks and avoid worries.
- Graduate students should take a chance-calculated risks pay off in entrepreneurial progress.
- Plan the future, but live in the present.
- Make a list of your accomplishments as you go through the day-they are greater than their think.
- Keep a time log at least once every six months to determine exactly where the time is going.
- Do it right the first time and will not have to take time later to fix it.
- Practice concentrating on work, doing only one thing at a time.
- Accept responsibility for job successes and failures. Do not look for a scapegoat.
- Establish personal incentives and rewards to help maintain own high enthusiasm and performance level.

### Way of enhancing self-management skills

- Listing of what you have to do every day
- Allotting time for your studies
- Recording daily events in a diary
- Setting goals and priorities in your work and personal life
- Planning before shipping / tour / games
- Not postponing the planned tasks
- Sparing time for personal grooming, enhancing relationship
- Sparing time for personal evaluation to strengthen life
- Being Adaptive to new ideas
- Monitoring and enhancing health every day



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