
Overview

This standard is about managing yourself to achieve your work and personal objectives. It requires you to be clear about your objectives and priorities and focus your time and resources effectively to achieve them.

This standard is relevant to all managers and leaders.

This standard underpins all the other standards. It links closely to *CFAM&LAA2 Develop your knowledge, skills and competence*.

Performance criteria

You must be able to:

- P1 Establish the purpose of your work role and how it contributes to achieving your organisation's vision and objectives.
- P2 Establish how your role relates to other roles in the organisation and where there are opportunities for joint working and mutual support.
- P3 Develop objectives for your work role which are compatible with the vision, objectives and values of your organisation.
- P4 Identify your own values, motivations and aspirations, evaluate any conflicts with your organisation's vision, objectives and values, and seek to resolve these with those you report to.
- P5 Agree, with those you report to, objectives for your work role and how you will evaluate progress and achievement.
- P6 Prioritise objectives and manage your time in order to achieve them.
- P7 Delegate objectives and responsibilities where this is possible and appropriate.
- P8 Use technology effectively to help you achieve your objectives.
- P9 Identify and eliminate distractions and activities that do not support the achievement of your objectives.
- P10 Monitor changes to your organisation's objectives, processes, systems and structures and how these impact on your role.
- P11 Identify and respond quickly and positively to new opportunities and urgent situations when they arise, revising your objectives and priorities as necessary.
- P12 Manage your emotions and relationships with others in ways that help you achieve your objectives.
- P13 Get regular feedback on your performance from those who are able to provide objective, specific and valid feedback.
- P14 Monitor progress towards your objectives and evaluate, with those you report to, the extent to which you have achieved your objectives.
- P15 Agree, with those you report to, any changes to your objectives in the light of your performance, feedback received or changes in

organisational priorities.

P16 Seek to achieve an equitable balance between your professional and personal life.

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 How to gather and validate information.
- K2 How to analyse your work role and how it relates to other roles in the organisation.
- K3 How to monitor changes, trends and developments.
- K4 How to evaluate the impact of different factors on your role.
- K5 Why managing your resources (particularly knowledge, understanding, skills and time) is important.
- K6 How to identify the requirements of a work role.
- K7 How to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
- K8 How to measure progress against work objectives.
- K9 How to get and make effective use of feedback on your performance.
- K10 How to update work objectives in the light of your performance, feedback received or changes in organisational priorities.
- K11 How to record the use of your time and identify possible improvements.

You need to know and understand:

Industry/sector specific knowledge and understanding

- K12 Industry/sector requirements for the development or maintenance of knowledge, skills and competence.

You need to know and understand:

Context specific knowledge and understanding

- K13 Individuals within your area of work, their roles, responsibilities, competences and potential.
- K14 Your organisation's business processes.
- K15 Your organisation's objectives.
- K16 The agreed requirements of your work role including the limits of your responsibilities.
- K17 Your agreed personal work objectives.
- K18 Your organisation's structure.
- K19 Your organisation's systems.
- K20 Possible sources of feedback in your organisation.

Behaviours

When performing to this standard, you are likely to demonstrate the following behaviours:

- 1 Address multiple demands without losing focus or energy
- 2 Recognise changes in circumstances promptly and adjust plans and activities accordingly
- 3 Find practical ways to overcome obstacles
- 4 Agree challenging but achievable objectives
- 5 Prioritise objectives and plan work to make best use of time and resources
- 6 Take personal responsibility for making things happen
- 7 Take pride in delivering high quality, accurate work
- 8 Demonstrate awareness of your own values, motivations and emotions
- 9 Give a consistent and reliable performance
- 10 Make effective use of available resources
- 11 Seek new sources of support when necessary
- 12 Take timely decisions that are realistic for the situation

Skills

When performing to this standard, you are likely to demonstrate the following skills:

- Communicating
- Evaluating
- Obtaining feedback
- Planning
- Prioritising
- Reviewing
- Self-assessment
- Setting objectives
- Time management

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Manage yourself

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