A Book Review Presentation

On

‘Managing Oneself’

by Management Guru - Peter F. Drucker

Moderated by: Dr. Pawan Gupta
Professor- JRE School of management

Presented by: Amit Singh, Asha Bansal, Karan Arora, Prasant Kumar, Sumeet Kumar
Managing Oneself:
- What are my strengths?
- How do I perform?
- What are my values?
- Where do I belong?
- What should I contribute?
- Responsibility of relationships
- Summary
What are my strengths?

- Know what you are good at. A person can perform only from Strengths. One cannot build performance on weaknesses, let alone something one can not do at all.
- Feedback Analysis:
  - Feedback Analysis is the only way to identify your strengths
  - Write down expected outcomes for your key decisions and actions. 9 to 12 months later, compare them with the results
- Action plan:
  - Put yourself where your strengths can produce results
  - Work to improve your strengths
  - Avoid intellectual arrogance – acquire skills as required
  - Remedy bad habits; have no lack of manners
  - Know what not to do – identify incompetence areas and avoid them
How do I perform?

- As any personality trait – *How* a person performs is a given, just as *what* a person is good at or not good at
- Am I a *reader* or a *listener*?
  - A reader prefers reading reports before meetings/discussions (e.g. US Pres Kennedy). A listener likes facing it, and talking the matter out aloud instead of reading and writing (e.g. US Pres Roosevelt)
  - A reader can not fully become a listener – and vice versa
- How do I learn?
  - A person may learn by reading, writing, doing, talking, listening to, or with a combination thereof
  - One must always employ the methods that work
  - Do not try to change yourself (too much) – instead, work harder to improve the way you perform
What are my values?

• The **mirror test**: Ethics require that you ask yourself, *What kind of person do I want to see in the mirror in the morning?*

• Personal value system should be compatible with that of the organization’s. The typical conflicts to avoid are:
  • Organization’s commitment to new vs. old employees
  • Incremental improvements or risky “breakthroughs”
  • Emphasis on short-term results vs. long-term goals
  • Quality vs. Quantity and Growth vs. Sustenance

• In other words, **Values** are, and should be, the *ultimate test* for your compatibility with an organization
Where do I belong?

- Mathematicians, Musicians and Cooks are usually mathematicians, musicians and cooks by the time they are four or five years old.
- Highly gifted people must realize early where do they belong, or rather where do they *not* belong.
- Successful careers are *not* planned,
  - Successful careers develop when people are prepared for opportunities because they know their strengths, their method of work, and their values.
  - Knowing where one belongs can transform an ordinary person – hardworking and competent but otherwise mediocre – into an outstanding performer.
What should I contribute?

- A knowledge worker’s quest on contribution involves:
  - What does the situation require?
  - Given my strengths, methods, and values, what is ‘the’ great contribution to what needs to be done?
  - What results have to be achieved to make a difference?
- It is rarely possible to look too far ahead – 18 months should be planned to –
  - Achieve meaningful results and make a difference
  - Set stretched and difficult goals that are reachable
  - Gain visible and measurable outcome
- Define course of action: What to do; where and how to start; and what goals, objectives and deadlines to set
Responsibility for relationships

- Bosses are neither the ‘title’ on the Org chart, nor the ‘function’ – to adapt to what makes the boss more effective is the secret of “managing the boss”
- Working relationships are as much based on people as on work – co-workers are as much human and individuals as you are
- Taking the responsibility of communicating how you perform reduces personality conflicts
- Organizations are built on trust between people – not necessarily meaning that they like each other – but that they understand one another
Summary

- In the knowledge industry,
  - Mostly, success is at best an absence of failure
  - Knowledge workers outlive the organizations
  - Knowledge workers are mobile, and may not stay put
  - The need to manage oneself is therefore creating a revolution in human affairs
- Managing oneself requires new and unprecedented things from the individual – to the point where each knowledge worker thinks and behaves like a CEO
The Curse of Being a High Achiever

Key Learning's

- Driven to get results
- Highly motivated
- Craving of positive feedback
- Competitive
- Passionate about work
- A safe risk taker
Thanks