

UDC 159.9

Authors:

A.D. Ishkov, T.N. Magera, N.G. Miloradova, E.V. Romanova

Reviewers:

Doctor of Law, Professor *H.T. Nasirov*,
Head of the Department of Civil Law at the Russian-Tajik (Slavic) University;
Doctor of Philosophy, Professor *S.D. Mezentsev*,
Professor of the Department of Social Sciences and Humanities and Technologies
of the National Research University of MGSU

Self-management and self-development techniques : [training manual for students in the field of training 08.04.01 Construction] / [A.D. Ishkov, T.N. Magera, N.G. Miloradova, E.V. Romanova] ; Ministry of Science and Higher Education of the Russian Federation, Federal State Budget Educational Institution of Higher Education “Moscow State University of Civil Engineering (National Research University)”, Department of Management and Innovation. — Moscow : MISI – MGSU Publishing house, 2024. — URL: <http://lib.mgsu.ru>. — Title page. the screen. — Text : electronic.

ISBN 978-5-7264-3393-6 (network)

ISBN 978-5-7264-3394-3 (local)

The materials of the textbook for the course «Technologies of self-government and self-development» are aimed at mastering psychological and sociological tools for acquiring socio-psychological competence as the basis of competence.

For students in the field of training 08.04.01 Construction.

Educational electronic publication

© MGSU, 2024

CONTENTS

INTRODUCTION	5
1. SELF-EDUCATION AS A CONDITION FOR SELF-DEVELOPMENT.....	6
1.1. Goals, purposes, conditions for self-development	6
1.2. Education as a tool for human development	7
1.3. Ways to organise self-education	9
1.4. Managing others and managing yourself.....	11
2. TECHNOLOGIES OF GOAL-SETTING AND GOAL-ACHIEVEMENT	14
2.1. Functions of self-management.....	14
2.2. Techniques for goal setting.....	16
2.3. Goal-achievement technologies.....	18
2.4. Success and self-development	20
3. PERSONAL, PROFESSIONAL GROWTH AND DEVELOPMENT.....	21
3.1. Personal development.....	21
3.2. Self-development	22
3.3. Self-development based on emotional intelligence.....	25
3.4. Methods of emotional self-regulation.....	26
4. WAYS OF OVERCOMING PERSONALITY LIMITATIONS	28
4.1. Reasons for failure: lack of ability to manage others or yourself.....	28
4.2. Personality.....	32
4.3. Personal resources.....	35
4.4. Self-development as a way of overcoming personal limitations	37
5. SELF-MANAGEMENT AS A MECHANISM OF PERSONAL SELF-ORGANISATION	39
5.1. Self-management, self-organisation and self-regulation.....	39
5.2. The level of self-organisation on human performance	41
5.3. Structural-functional models of the self-organisation process.....	43
6. THE POSSIBILITIES OF DIGITAL INFORMATION TECHNOLOGY	47
6.1. Digital technologies in the modern person's life.....	47
6.2. Digital tools for self-development and self-organisation.....	49
6.3. Self-development in the digital environment.....	51
7. THE ABILITY TO SELF-MANAGEMENT IN A TEAMWORK	54
7.1. The team as a type of small group	54
7.2. The development of self-management in different types of teams	55
7.3. Self-development and psychophysiological characteristics	56
7.4. Team development	59
Bibliographic list	62