



Issue #2

9/11/2023

## Topic in This Issue:

### Know Yourself



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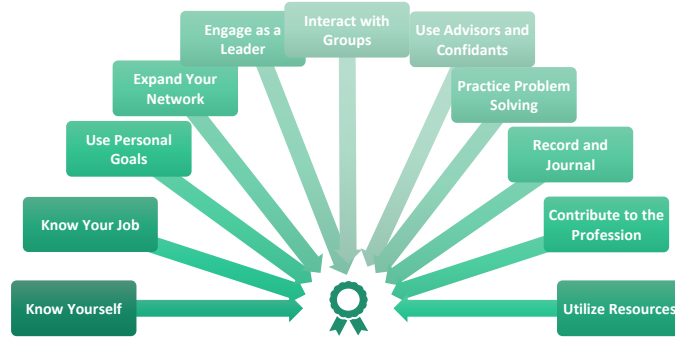
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# I'm a Court Administrator!\* – Now What?!

The series...covers aspects about being or becoming a court administrator and includes actions and strategies for success. This issue reviews the topic of being familiar with and knowing yourself.



\* court manager, court director, court executive officer, clerk of court, registrar, or similar titles



To know yourself implies finding out what “makes you tick,” understanding what matters, and being aware of what is important to you. It means being clear on values, strengths, and weaknesses. It encompasses understanding emotions, desires, abilities and even thought patterns when faced with good, bad, or indifferent situations.



#### Managing Oneself (Drucker)

- Ask: what are your strengths?
- Evaluate: how do you work?
- Identify: what are your values?
- Answer: where do you belong?
- Ask: what and where can you contribute?

#### What Makes a Leader (Goleman)

- Self-awareness
- Self-regulation
- Motivation
- Empathy
- Social skills

#### Now, Discover Your Strengths (Buckingham and Clifton)

- Understand your natural talents
- Distinguish things you can learn
- Identify your dominant talents
- Describe how your talents differentiate you from others

#### How to Get to Know Yourself in 5 Foolproof Steps (LinkedIn)

- Know your personality
- Know your core values
- Know your abilities and limits
- Know your dreams
- Know your likes and dislikes

#### Know Your Triggers and Blind Spots

- Be aware of things that spark strong or negative reactions for you
- Know the circumstances that contribute to your stresses and emotions

#### Take Stock of Experience and Credentials

- What knowledge, skills, and abilities (KSAs) do you have in your toolkit?
- Where do you need to gain additional education, credentials, and experience?

#### Determine if You are a Generalist or Specialist

- Are you a generalist (having a wide spectrum of knowledge and able to work in multiple domains)?
- Are you a specialist (having specific and in-depth subject matter expertise)?

#### Identify if You Prefer Technical or Adaptive Approaches to Solving Problems (Heifetz, Grashow, Linsky)

- Are you more comfortable with technical solutions, using current knowledge, and working from what is familiar?
- Are you more comfortable with adaptive solutions, working with new discoveries, values, and behaviors?



Peter F. Drucker, Managing Oneself, Harvard Business Review, March-April 1999

Daniel Goleman, What Makes a Leader? Harvard Business Review, November-December 1998

Marcus Buckingham & Donald O. Clifton, Now Discover Your Strengths, 2001

Saranvanakumar Natanam, How to Get to Know Yourself in 5 Fool-Proof Steps, LinkedIn, 2015

Ronald Heifetz, Alexander Grashow & Marty Linsky, The Practice of Adaptive Leadership, 2009, and Ronald A. Heifetz & Marty Linsky, Leadership on the Line, 2002

## QUESTIONS TO CONSIDER:

Do you know your values, strengths, weaknesses, and natural KSAs?

What can you do, now, to gain greater self-awareness?

Where do you need to focus on maximizing strengths and minimizing weaknesses?

