

Title: **Self-management of a newly qualified kindergarten headmistress**

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**Abstract:**

This bachelor's thesis deals with problems of self-management of a newly qualified kindergarten headmistress. It is focused on issues of correct prioritization, awareness of own strengths and weaknesses, adequate delegation, effective time management, planning and possibilities of education for a headmistress. The target of this bachelor's thesis is to map, identify and analyze the most common problems in the area of self-management of a newly qualified headmistress in the kindergarten and suggest optimal possibilities how to reduce or eliminate these problems.

The practical part of this thesis is based on research method. 109 headmistresses of Prague kindergartens were interviewed through electronic questionnaire. On the basis of this research three statements were confirmed and only one statement was partially disproved.

The thesis indicate to the most common problems in self-management of a newly qualified kindergarten headmistress - determination of priority, clear objects determination, deficiencies in the delegation of activities, authorities, responsibilities and effective time management. As emerged from practical and theoretical part of this bachelor's thesis, the way to eliminate self-management problems is primarily in the systematic education in the area of self-management of a newly qualified kindergarten headmistress.

**Keywords:**

Delegate, education, kindergarten, plan, headmistress of the kindergarten, time management, self-management