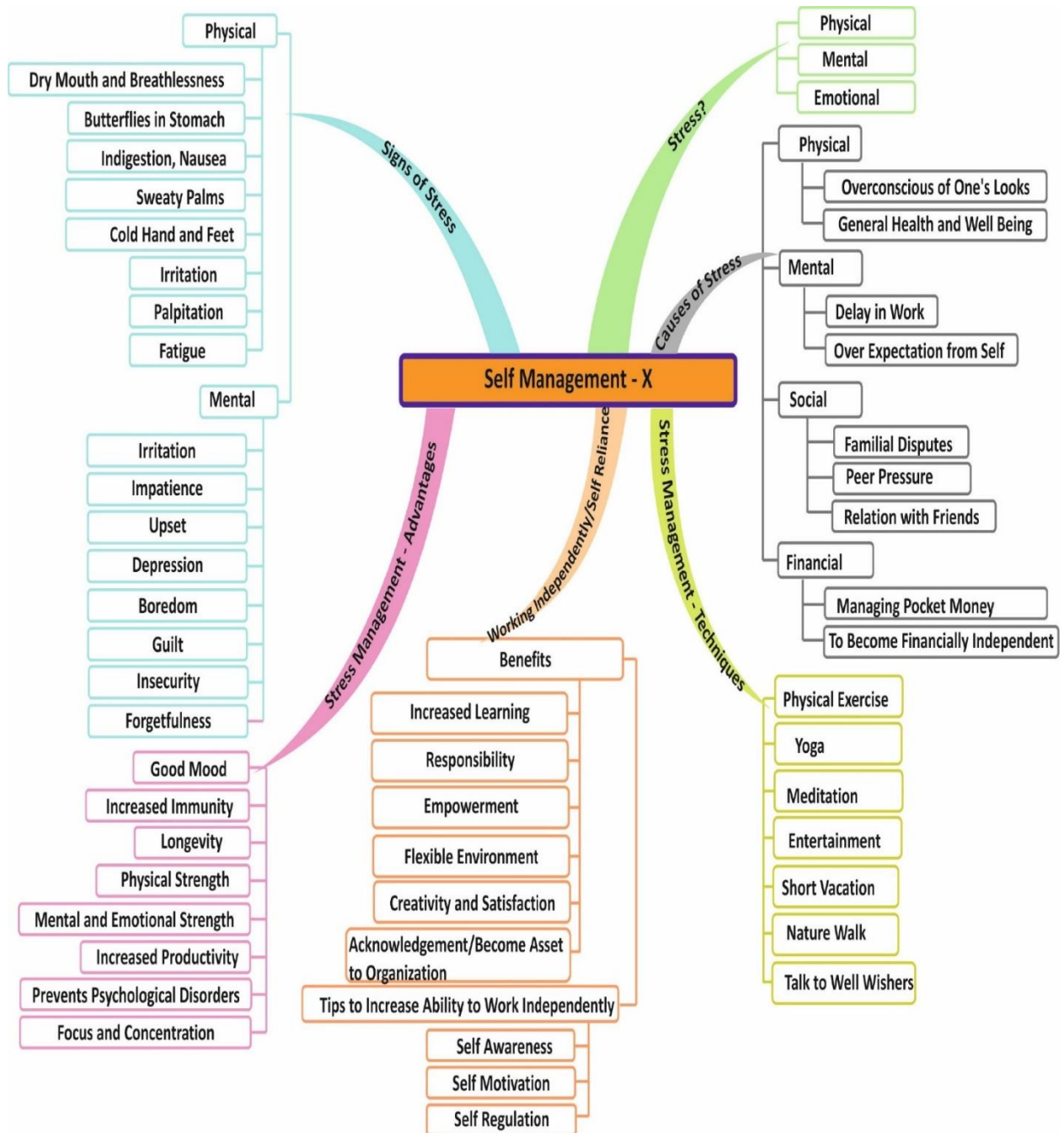


(PART A)CHAPTER-02

SELF-MANAGEMENT SKILLS

Memory Map:



## Introduction:

Self-management, also referred to as 'self-control,' is the ability to control one's emotions, thoughts and behaviour effectively in different situations.

## Basics of Self-management

Following are some of the skills you must master to succeed in life:

- **Self-awareness:** Ask for honest feedback. Gather insights on your personality and work-specific proficiencies. Think about your daily interactions and how you handled situations well or could have handled them differently.
- **Responsibility:** Taking responsibility for your tasks is very important. Taking ownership is the step towards self-development. For example, if you have been assigned a task by a teacher; ensure you take complete ownership. Even if you are unable to complete the task on time, you must report it and then correct it.
- **Time Management:** Prioritise the things you have to do. Remove waste and redundancy from work. Make a time table and follow it diligently.
- **Adaptability:** Stay current with best practices and read up on new information always. Prepare yourself for new changes, so that you can transition seamlessly.

## Session 1: Stress Management

### What is Stress?

- Stress can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats.
- These demands or threats are called stressors.
- Stressors are the reason for stress.



For example,

- you are too close to the exams but feel unprepared.
- you are experiencing a loss of someone close in the family.
- you are worried about what people would think of you if you don't dress well or cannot speak confidently.
- you are stressed due to lack of sleep.

## Stress Management

Always keep in mind the ABC of stress management

- A: Adversity or the stressful event
- B: Beliefs or the way you respond to the event
- C: Consequences or actions and outcomes of the event

### Stress management can help you to

- have a joyful life.
- focus and complete tasks on time.
- be a happy person as you are stress free.
- be more energetic and spend quality time with your friends and family.

### Three Steps to Manage Stress

#### STEP1: Be aware that you are stressed

Look out for signs of stress, such as headache, sleeplessness, sadness, excessive worrying, nervousness, etc. Only when we are aware, we can manage stress.

#### STEP2: Identify what is causing you stress

Find out the reason for your stress. Is it because of exams, family pressures, money issues, not eating good food, etc.?

#### STEP3: Apply stress management methods

Use time management tools to manage your time well. Focus on the important tasks and get them done. Talk to someone close about the issue. Take time to relax by exercising, watching movie or any other activity which can help feel relaxed.

### Management Techniques

Here are a few simple stress management techniques.

- **Time management:** Proper time management is one of the most effective stress-relieving techniques.
- **Physical exercise and fresh air:** A healthy lifestyle is essential for students. Stress is generally lower in people who maintain a healthy routine. Doing yoga, meditation and deep breathing exercises help in proper blood circulation and relaxes the body. Even taking a walk or playing in the park will help you get a lot of fresh oxygen, which will help you become more active.
- **Healthy diet:** Having a healthy diet will also help you reduce stress. Eating a balanced diet, such as Dal, Roti, vegetables and fruits will give you the strength to do your daily work efficiently.
- **Positivity:** Focussing on negative aspects of life will add more stress. Instead, learn to look at the good things and stay positive. For example, instead of feeling upset over a scoring less in a test, try to maintain a positive attitude and look at ways to improve the next time.
- **Organising academic life; no delaying:** By keeping class notes organised, finishing in assignments on time, and keeping track of all deadlines, stress can be reduced to a great extent.

- **Sleep:** We should get a good night's sleep for at least 7 hours so that your brain and body get recharged to function better the next day.
- **Holidays with family and friends:** Going to a relative's place, such as your grandparents' house or a new place during your summer vacations can help you break from the normal routine and come back afresh.

## Ability to Work Independently

If you can become a calm and relaxed person, you will have the ability to work independently, which means.

1. becoming self-aware, self-monitoring and self-correcting.
2. knowing what you need to do.
3. taking the initiative rather than being told what to do.
4. recognising your mistakes and not blaming others.
5. having the ability and the will to learn continuously.

## Emotional Intelligence

Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others. It is generally said to include at least three skills:

- **Emotional awareness:** the ability to identify and name one's own emotions.
  - **Harnessing emotions:** the ability to harness and apply emotions to tasks like thinking and problem solving.
  - **Managing emotions:** the ability to regulate one's own emotions when necessary and help others to do the same.
- Being emotionally intelligent enhances your chances of success and a balanced life.

Some steps to manage emotional intelligence are as given below.

- **Understand your emotions:** Observe your behaviour and note the things you need to work on. You can then work on the things you need to improve.
- **Rationalise:** Do not take decisions abruptly; be rational in your thinking.
- **Practise:** Do meditation and yoga to keep yourself calm.

## Session 2: Self-awareness — Strength and Weakness Analysis

### Techniques for Identifying your Strengths and Weaknesses

#### Finding Strengths (or abilities)

- Think of anything that you are always successful at.
- Think about what others like in you.
- Take out time and think about what you do well.

#### Finding Weaknesses

- Point out the areas where you struggle and the things you find difficult to do.
- Look at the feedback others usually give you.
- Be open to feedback and accept your weaknesses without feeling low about it. Take it as an area of improvement.

## Difference between Interests and Abilities (Strengths)

### Interests

1. Things that you like to do in your free time that make you happy. An acquired or natural capacity
2. Things you are curious about or would do even if no one asked you to do it.
3. Things you want to learn or would like to do in the future

### Ability

1. An acquired or natural capacity
2. Enables you to perform a particular job or task with considerable proficiency.

## Session 3: Self-motivation

Self-motivation is simply the force within you that drives you to do things. Self-motivation is what pushes us to achieve our goals, feel happy and improve our quality of life. In other words, it is our ability to do the things that need to be done without someone or something influencing us.

### Qualities of Self-motivated People

1. Know what they want from life
2. Are focussed
3. Know what is important
4. Are dedicated to fulfil their dreams

### Building Self-motivation

- Find out your strengths
- Set and focus on your goals
- Develop a plan
- to achieve your goals
- Stay loyal to your goals

## Session 4: Self-regulation — Goal Setting

**Goals:** They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favourite mobile phone by a particular date.

**Goal setting:** It is all about finding and listing your goals and then planning on how to achieve them.

### How to Set Goals?

We can use SMART method to set goals. SMART stands for:

- **Specific:** A specific and clear goal answers six questions. Who is involved in the goal? What do I want to do? Where do I start? When do I start and finish? Which means do I use? Why am I doing this?

Not a specific goal: "I would learn to speak English."

Specific goal: "I would learn to speak English fluently by joining coaching classes after my school every day, and in six months I will take part in the inter-school debate competition."

- **Measurable:** A measurable goal answers the questions "How much?", "How many?" and "How do I know that I have achieved results?"

Not measurable goal: "I want to be rich."

Measurable goal: "I want to have 5 times more money than what I have today in my hand at the end of this year."

- **Achievable:** Breaking down big goals into smaller parts will make the goal achievable. Bigger Goal: "I want to become a teacher in my school."
- **Realistic:** A realistic goal would be something that we want to achieve and can work towards. Example of unrealistic goal: "I will read my entire year's syllabus in one day and get good marks."
- **Realistic goal:** "I spend 3 hours every day of the year after school to revise my subjects to get good marks in the exams."
- **Time bound:** A SMART goal should have a timeframe by when the goal needs to be achieved. This encourages us to take actions to completely fulfil the goals.  
Not a time bound goal: "I want to lose 10 kg someday."
- **Time bound goal:** "I want to lose 10kg in the next 6 months."

## Session 5: Self-regulation — Time Management

### Time Management and Its Importance

Time management is the thinking skill that helps you to

- complete tasks on time.
- make a daily timetable.
- make a good guess at how long it will take you to do something.
- submit homework and assignments on time.

- not waste time during the day.

#### **Four Steps for Effective Time Management Organise**

1. Organise: We plan our day to- day activities.
2. Priorities: We make a to-do list that has all our activities and we rank them in the order of importance.
3. Control: We have a control over our activities and time.
4. Track: We identify and note where we have spent our time.

## **Question And Answer**

### **Session 1 Stress Management**

#### **A: Subjective questions**

##### **Q1. Define self-Management.**

Ans: Self-management means to perform well at work and life in general, you must be able to manage and improve yourself in various skills including discipline and timeliness, goal-setting, problem solving, teamwork, professionalism, etc.

##### **Q2. Describe stress and stress management in your own words.**

Ans: **Stress** can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats. These demands or threats are called stressors. Stressors are the reason for stress.

**Managing stress** is about making a plan to be able to cope effectively with daily pressures. The ultimate goal is to strike a balance between life, work, relationships, relaxation and fun. By doing this, you are able to deal with daily stress triggers and meet these challenges head on.

##### **Q3. Identify the steps for managing stress.**

Ans: Step 1: Be aware that you are stressed  
Step 2: Identify what is causing you stress  
Step 3: Apply stress management methods

##### **Q4. Define emotional intelligence.**

Ans: Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.

## Session 2 Self-awareness — Strength and Weakness Analysis

### A: Subjective questions

#### Q5. Define Self Awareness.

Ans: Being self-aware means that you can identify your strengths and weaknesses. Self-awareness, therefore, will help you in converting your weakness into strength and strength into an exceptional talent. Analysing your strengths and weaknesses helps you to attain success in life.

#### Q6. Difference between Interests and Abilities (Strengths)

Ans:

Sr.	Interest	Ability
1	Things that you like to do in your free time that make you happy.	An acquired or natural capacity
2	Things you are curious about or would do even if no one asked you to do it.	Enable you to perform a particular job or task with considerable proficiency.
3	Things you want to learn or would like to do in the future.	

## Session 3 Self-motivation

### A: Multiple choice questions

Read the questions carefully and circle the letter(s) (a), (b), (c) or (d) that best answers the question.

#### 1. What makes you complete work or studies without others cheering you?

- A: Self-confidence
- B: Communication
- C: Self-motivation
- D: Self-esteem

Ans: (c) Self-motivation

#### 2. Which of the following are types of motivation?

- A: Internal
- B: Intermediate
- C: External
- D: Extensive



Ans: (a) Internal and (c) External

**3. Ravi works hard to get the best student award at the end of year. What type of motivation is this?**

- A: Internal
- B: External
- C: Both internal and external
- D: Not any specific type of motivation

Ans: (b) External

## **B: Subjective questions**

**Q7. Explain the meaning of self-motivation.**

Ans: Self-motivation is simply the force within you that drives you to do things. Self-motivation is what pushes us to achieve our goals, feel happy and improve our quality of life. In other words, it is our ability to do the things that need to be done without someone or something influencing us.

**Q8. Identify types of motivation.**

Ans: Internal Motivation: LOVE  
External Motivation: REWARD

**Q9. List the qualities of self-motivated people.**

Ans: There are some typical behaviours seen in self-motivated people which are as given below:

- 1) Know what they want from life
- 2) They are focused
- 3) They Know what is Important
- 4) They are dedicated to fulfil their dreams

**Q10. List the steps to build self-motivation.**

Ans: There are four steps for building self-motivation, which are as given below.

- 1) Find out your strengths
- 2) Set and focus on your goals
- 3) Develop a plan to achieve your goals
- 4) Stay loyal to your goals

## Session 4 Self-regulation — Goal Setting

### A: Subjective questions

#### Q11. What is Goal Setting?

Ans: Goals: They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favourite mobile phone by a particular date.

Goal setting: It is all about finding and listing your goals and then planning on how to achieve them.

#### Q12. In SMART goals, what does 'S' stand for? Explain.

Ans: We can use SMART method to set goals. SMART stands for:

**Specific:** A specific and clear goal

**Measurable:** A measure able goal

**Achievable:** Breaking down big goals into smaller parts will make the goal achievable.

**Realistic:** A realistic goal would be something that we want to achieve and can work towards.

**Time bound:** A SMART goal should have a time-frame by when the goal needs to be achieved. This encourages us to take actions to completely fulfil the goals.

#### Q13. What is the best way to work on long-term goals?

Ans: Achievable: Breaking down big goals into smaller parts will make the goal achievable.

#### Q14. Identify the benefits of 'Goal Setting.'

Ans: It helps you to focus on the end result instead of less important work. This will make you successful in your career and personal life.

## Session 5 Self-regulation — Time Management

### A: Subjective questions

#### Q15. What is time management and how can you manage your time?

Ans: Time management is the ability to plan and control how you spend the hours of your day well and do all that you want to do. An example of good time management skills would be when you decide to finish your homework immediately after school so you have time to watch TV later in the evening.

**Q16. How can tracking your time help you?**

Ans: Track: • We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities

**Q17. Four Steps for Effective Time Management.**

Ans: **Step 1: Organised** • We plan our day to- day activities. • We make a timetable that we follow. • We keep our surroundings and study table clean and mess free. • We put things back where they belong. • It helps us save time!

**Step 2: Priorities** • We make a to-do list that has all our activities and we rank them in the order of importance. For example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.

**Step 3 Control:** • We have a control over our activities and time. • We avoid time wasters like chatting on the phone, surfing gossip sites, etc., and focus on more Important things.

**Step 4 Track:** • We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities

**Q18. List the steps for managing time effectively.**

Ans: Tips for Practicing the Four Steps for Effective Time Management

- Avoid delay or postponing any planned activity
- Organise your room and school desk
- Develop a 'NO DISTURBANCE ZONE', where you can sit and complete important tasks
- Use waiting time productively
- Prepare a 'To-do' list
- Priorities
- Replace useless activities with productive activities