

SELF-MANAGEMENT SKILLS

Class X , Ch-2 Self- Management Skills:II(IT
#402)

Session 1: Stress Management

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Learning Outcome of this Session

After completing this session, you will be able to

- define stress management.
- identify the steps for managing stress.
- create a list of personal stressful situation and ways to handle them.

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Introduction

1. What is Self-management?

- Self-management, which is also referred to as ‘selfcontrol’ or ‘self-regulation’, is the ability to regulate one’s emotions, thoughts, and behaviour effectively in different situations.
- This also includes motivating oneself, and setting goals.

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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:** Priorities 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.

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SESSION 1: STRESS MANAGEMENT

1. 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.

Always keep in mind the ABC of stress management

A: Adversity or the stressful event

B: Beliefs or the way we respond to the event

C: Consequences or actions and outcomes of the event

2. How Stress management help us?

Stress management can help us 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.



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3. What is stress Management? Write three Steps to Manage 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.

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- Three Steps to Manage Stress

Three Steps to Manage Stress



Step 1: 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.

Step 2: 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.?

Step 3: 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.

Managing stress

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4. Write simple stress management techniques.

Some simple stress management techniques :-

- **Time management:** Proper time management is one of the most effective stress-relieving techniques.
- **Physical exercise and fresh air:**
 - ❖ 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 us get a lot of fresh oxygen, which will help us become more active.
- **Healthy diet:** Having a healthy diet will also help our reduce stress. Eating a balanced diet, will give you the strength to do your daily work efficiently.
- **Positivity:** Instead focusing on negative aspects of life, learn to look at the good things and stay positive.
- **Organizing 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 gets recharged to function better the next day.
- **Holidays with family and friends:** vacations with family and friends can help us break from the normal routine and come back afresh.

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5. What do you mean by ability to Work Independently?

Ability to work independently 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.

6. What is Emotional Intelligence?

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.

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7. What are the steps to manage emotional intelligence ?

Some steps to manage emotional intelligence are as given below.

- **Understand our own emotions:** Observe our behaviour and note the things we need to work on. We can then work on the things that we need to improve.
- **Rationalise:** We should do not take decisions abruptly; be rational in while thinking.
- **Practise:** We should do meditation and yoga to keep our self calm.

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Quick Recap of this Session

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.

What is stress Management? Write three Steps to Manage Stress.

Answer: - 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.

Three Steps to Manage Stress

Step 1: Be aware that you are stressed.

Step 2: Identify what is causing you stress

Step 3: Apply stress management methods

Write simple stress management techniques.

Answer: - Some simple stress management techniques: -

- Time management
- Physical exercise and fresh air
- Healthy diet
- Positivity
- Organising academic life; no delaying
- Sleep
- Holidays with family and friends



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Home Assignment

Subjective questions

1. Describe stress and stress management in your own words.
2. List your favorite stress management technique and elaborate why you find it the most effective.

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THANKING YOU

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