

# SELF-MANAGEMENT SKILLS

Class IX , Ch-2 Self- Management Skills: I( IT  
#402)

Session 1: Introduction to Self-management

By: GITASHREE NAYAK

Mob No.:9439656911

---

**CHANGING YOUR TOMORROW**

---

# Learning Outcome of this Session

**After completing this session, you will be able to**

- describe self-management in your own words.
- describe the importance of self-management.
- list the various self-management skills.

---

**CHANGING YOUR TOMORROW**

---

# Introduction

## 1. What is Self-management?

- Self-management, which is also referred to as ‘self-control’ or ‘self-regulation’, is the ability to regulate one’s emotions, thoughts, and behavior effectively in different situations.
- This also includes motivating oneself, and setting goals.
- Self-management involves understanding yourself, understanding what your interests and abilities are, having a positive attitude and grooming yourself in order to develop self-confidence.
- Self-management can also help in:
  - ❖ developing good habits
  - ❖ overcoming bad habits
  - ❖ reaching your goals
  - ❖ overcoming challenges and difficulties

**CHANGING YOUR TOMORROW**

# Self-management skills include the following:



Fig. 2.2: Self-awareness

**Self-awareness**  
 Knowing yourself as an individual – your values, likes, dislikes, strengths and weaknesses



Fig. 2.3: Self-control

**Self-control**  
 Ability to control your behaviour, discipline, etc.



Fig. 2.4: Self-confidence

**Self-confidence**  
 Believing in yourself that you can do any task that is given to you and not scared of taking risks



Fig. 2.5: Problem Solving

**Problem solving**  
 Understanding a problem and finding a solution using step-by-step method



Fig. 2.6: Self-motivation

**Self-motivation**  
 Doing tasks on your own without any external motivation



Fig. 2.7: Hygiene and grooming

**Personal hygiene and grooming**  
 Keeping oneself clean, healthy and smart



Fig. 2.8: Positive Thinking

**Positive thinking**  
 Expressing certainty or affirmation even in tough situations



Fig. 2.9: Teamwork

**Team work**  
 Working together with people to accomplish shared goals.



Fig. 2.10: Time management

**Time management**  
 Achieving tasks on time and according the plan



Fig. 2.11: Goal setting

**Goal setting**  
 Planning concrete goals to be accomplished within a set timeframe.

# Quick Recap of this Session

## What is Self-management?

- Self-management, which is also referred to as 'self-control' or 'self-regulation', is the ability to regulate one's emotions, thoughts, and behavior effectively in different situations.
- This also includes motivating oneself, and setting goals.
- Self-management involves understanding yourself, understanding what your interests and abilities are, having a positive attitude and grooming yourself in order to develop self-confidence.
- Self-management can also help in:
  - developing good habits
  - overcoming bad habits
  - reaching your goals
  - overcoming challenges and difficulties



**Self-awareness**  
 Knowing yourself as an individual – your values, likes, dislikes, strengths and weaknesses



**Self-control**  
 Ability to control your behaviour, discipline, etc.



**Self-confidence**  
 Believing in yourself that you can do any task that is given to you and not scared of taking risks



**Problem solving**  
 Understanding a problem and finding a solution using step-by-step method



**Self-motivation**  
 Doing tasks on your own without any external motivation



**Personal hygiene and grooming**  
 Keeping oneself clean, healthy and smart



**Positive thinking**  
 Expressing certainty or affirmation even in tough situations



**Team work**  
 Working together with people to accomplish shared goals.



**Time management**  
 Achieving tasks on time and according to the plan



**Goal setting**  
 Planning concrete goals to be accomplished within a set timeframe.

# Home Assignment

## A. Multiple choice questions

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

1. Which of the following is not a self-management skill?
  - a) Problem solving
  - b) Bargaining
  - c) Understanding self
  - d) Confidence building
2. Grooming is a term associated with
  - a) time management
  - b) problem solving
  - c) neat and clean appearance
  - d) self-management

---

**CHANGING YOUR TOMORROW**

---

# Home Assignment

## **B. Short answer questions**

1. Write a short note on the factors influencing self management.
2. List any 05 self-management skills.
3. Draw an outline of your right hand and label each finger with different factors that influence you in managing yourself.

---

**CHANGING YOUR TOMORROW**

---

# THANKING YOU

# ODM EDUCATIONAL GROUP