

Unit : 2

Self Management Skills

Session 1

SELF ASSESSMENT

A. Multiple Choice Questions

Ans. : 1. (b) 2. (a)

B. Answer how often you did the following

Ans. : (a) Sometimes
(b) Most of the times
(c) Most of the times
(d) Most of the times

Note: (This is an open ended question, which can have many probable answers)

C. Create your vision board to represent yourself as a self manager.

Ans. : To be done by the students

D. Answer the following

Ans-1 : The benefits of self-management are:

- be more confident
- be more organised
- able to an age time
- take a focused approach
- take steps to improve your performance
- manage emotions
- cope with stress
- be self motivated

Ans-2 : Self-management refers to self-regulation. It is the ability to understand emotions and regulate them and also alter your thoughts and behaviour effectively in different situations. This includes managing time, stress, self-motivation, setting goals and planning the line of action and subsequently, taking action and achieving it.

Self-management strategies are aimed at building your independence and ability to engage in self-monitoring, self-evaluation, self-reinforcement and self-motivation. The power of self-management lies in building a feeling of control over one's own behavior and emotions.

Self-management skills help you to communicate and interact effectively with fellow students, teachers, and parents. They also help you to make good decisions and choices. It also improves our 'interpersonal skills' that help us to manage our feelings and our responses to situations and people.

Session 2

SELF ASSESSMENT

Answer the following

Ans-1 : Self-awareness is all about having a deep understanding of one's emotions, strengths, weaknesses, needs and also a knowledge of what drives you. It further extends to a person's understanding of his or her values and goals. Someone who is self-aware knows what he wants to do and why. The decisions that self-aware people make are in sync with their values and thus they love what they do.

Self-aware people are recognised by their confidence as they can freely talk about their positives and negatives alike. When we see ourselves more clearly, we are definitely more confident and creative as well, build greater relationships, communicate effectively, are better influencers and are hence better leaders.

Ans-2 : Two types of self awareness are : Internal and External self-awareness.

Ans-3 : My five strengths are :

- (i) Versatility
- (ii) Friendly
- (iii) Adaptability
- (iv) Ambitious
- (v) Dedication

My five weaknesses are :

- (i) Impatience
- (ii) Moody
- (iii) Stubborn
- (iv) Loose - tongued
- (v) Self obsession

Note: (This is an open ended question, which can have many probable answers)

Ans-4 : As a third person I would suggest myself to choose a target for which I feel passionate. I would also like to explore my strengths and abilities, so I would love take acting as a career option.

Note: (This is an open ended question, which can have many probable answers)

Ans-5 : Based on my strengths and abilities, I would like to choose career in arts. I want to become an actor.

Note: (This is an open ended question, which can have many probable answers)

Ans-6 : My interests are :

Dance, music, theatre, grooming, writing script and volunteering in cultural activities. In my opinion, my area of interests has made me perform at various cultural events, which has boosted my ability in dancing, singing, acting and public speaking. So I am passionate about being an artist in bollywood.

Note: (This is an open ended question, which can have many probable answers)

Session 3

SELF ASSESSMENT

Answer the following

Ans-1 : Self-control is the ability to override an impulse in order to respond appropriately. It's the ability to subdue one's impulses, emotions and behaviour in order to achieve desired long term goals.

Ans-2 : Self-control helps to maintain our composure and act sensibly in difficult situations where we react emotionally. Self-control motivates people to direct their attention and their focus towards all kinds of achievements, right from the school days to a career in life.

Ans-3 : Self-reflection is a great tool to check, monitor and alter behaviour. It gives an opportunity to pause, review through observation, consider the multiple interpretations and create meaning. It gives us an opportunities and have an impact on addressing what works and what does not work for us.

Ans-4 : Yes, emotional agility is important because it helps people remove stress, reduce errors, become more innovative and improve performance.

Ans-5 : Self-control improves our life because it helps up to act sensibly in difficult situations. It is what motivates us to direct our attention and their focus towards all kinds of achievements.

Ans-6 : To be done by students.

Session 4

SELF ASSESSMENT

A. Answer the following

Ans-1 : A self confident person is one who believes in oneself and one's abilities.

Ans-2 : You could do the following to build your confidence :

- Learn to be more assertive.
- Give yourself at least equal priority as those you love.
- Reflect on why you feel bad about yourself and what you can do to change this.
- Monitor your self talk and question your negative statements about yourself.
- Make time for yourself and treat yourself often. Celebrate your successes.

One of the most important ways to improve confidence is to become more accepting of ourselves. Notice your strengths and achievements and chalk out a plan to address areas of weakness.

Ans-3 : It is important to have self-confidence because low self confidence often leads to shyness, difficulty in doing work, failure, low mood, social anxiety, difficulty in leading a motivated life, stress in life etc.

Session 5

SELF ASSESSMENT

A. Multiple Choice Questions

Ans-1 : Specific, Measurable, Attainable, Relevant and Time-bound.

Ans-2 : (a)

Ans-3 : (c)

B. Answer the following

Ans-1 : Yes, it is helpful to have a series of goals, If we break the ultimate goal into a series of subgoals, then it becomes easier for us to achieve our ultimate goal.

Ans-2 : The most common reasons of people not setting goals are as follows :

- | | |
|----------------------------------|------------------------------|
| (i) Lack of belief or skepticism | (ii) Setting the wrong goals |
| (iii) Previous Disappointments | (iv) Fear |
| (v) Laziness | (vi) Comfort zone |
| (vii) Impatience | |

Note: (This is an open ended question, which can have many probable answers)

Ans-3 : Some of the strategies to overcome physical, mental, and financial obstacles are :

- (i) Don't Give Up – It is one of the most important trait to overcome the obstacles. One should always keep trying with positivity and enthusiasm.
- (ii) Stay positive – Positive people are always grateful for what they have and this helps them to maintain their hope for the future in adverse situations too. Thus, when a person face any obstacles on the way to success, his/her positive attitude will help him/her to find a way around it instead of being depressed.
- (iii) Find New Solutions for Overcoming Obstacles – When a person makes an attempt to overcome any obstacle, that attempt might be successful or failed. In the adverse situation, one has to identify and evaluate the problem and change his/her approach until he/she succeeds in removing the hurdle from his/her way to achieve the goal.

Note: (This is an open ended question, which can have many probable answers)

Ans-4 : We should set goals as it helps us to choose where we want to get into life. By accurately knowing what we want to achieve, we can know which areas to put efforts into.

C. Complete the given worksheet

Goal setting worksheet

Note: (This is an open ended question, which can have many probable answers)

Session 6

SELF ASSESSMENT

A. Multiple Choice Questions

Ans. : 1. (c) 2. (d) 3. (b)

Session 7

SELF ASSESSMENT

A. Multiple Choice Questions

Ans. : 1. (b) 2. (b)

B. Answer the following

Ans-1 :

Personal Hygiene	Social Hygiene
Personal level hygiene includes cleanliness, physical exercise, proper rest sleep and other habits such as avoiding smoking. Practising good personal hygiene helps us to remain physically and mentally healthy.	Social Hygiene includes cleanliness of our surrounding and other public places. It includes taking proper care of waste disposal, planting trees, preventing deforestation, keeping public places clean etc.

Session 8

SELF ASSESSMENT

Answer the following

Ans-1 : Grooming is the process of making yourself presentable, neat, tidy and smart.

Ans-2 : Grooming refers to keeping oneself presentable, neat, tidy and smart. Also personal hygiene is the practice of keeping ourselves clean. Thus, personal hygiene is the part of grooming. So, both are interrelated.

Ans-3 : The way you dress says a lot about how you present yourself, how confident you are, and how others perceive you. Proper grooming and appearance are important to make a positive impression and also gain respect wherever you go.

Your clothing and grooming affect the way you think : When you appear authentic, attractive and appropriate, you think more positively about yourself, your situation and others.

Your clothing and grooming affect the way you feel : A positive personal appearance is a fast and effective way to boost self-confidence and overcome anxiety regarding ability or acceptance.

Your clothing and grooming affect the way you act or behave : A positive personal appearance is one of the most effective ways to improve behaviour and enhance performance level or productivity.

Your clothing and grooming affect the way others react and respond to you : Your appearance makes a strong statement about your personality, values, attitudes, interests, knowledge, abilities, roles and goals.

EXERCISE

SECTION-A

A. Multiple Choice Questions

Ans : 1. (a) 2. (d) 3. (a) 4. (d) 5. (c)
6. (c) 7. (b) 8. (a)

SECTION-B

Answer the following

Ans-1 : Our 'interpersonal skills' help us to manage our feelings and our responses to situations and people. Whereas, the intra-personal world has a deep effect on our responses, our thinking, our behaviour, our views about ourselves, our arena of emotions and our achievements. It touches upon what is closest to our heart and our values.

Ans-2 : Self-evaluation strategies encourage students to set their own short term or long term goals and assess their current performance as they work towards those goals. Both self-monitoring and self-evaluation are often used with self-reinforcement and self-motivation strategies. The students take an active role in these strategies by determining how they will evaluate their progress in the steps towards a goal and also in delivering a reinforcer to themselves when they achieve the goal.

Ans-3 : The four Johari Window square areas are called 'regions' or 'quadrants'. Each of these regions contains and represents the information about the person, in terms of whether the information is known or unknown by the person, and whether the information is known or unknown by others in the group.

The four regions (areas, quadrants, or perspectives) are as follows :

1. **Open Self :** What is known by the person about him/herself and is also known by others
2. **Blind Self :** What is unknown by the person about him/herself but which others know
3. **Hidden Self :** What the person knows about him/herself but others do not know
4. **Unknown Self :** What is unknown by the person about him/herself and is also unknown by others

Ans-4 : For self grooming, I keep myself presentable, neat, tidy and smart. For this , I take care of the following:

- (i) keep my clothes, hair, nails, body clean
- (ii) simple hair styles, well combed hair
- (iii) brush teeth twice to maintain dental hygiene

Note: (This is an open ended question, which can have many probable answers)

Ans-5 : Personal hygiene is important because it helps us to remain healthy, create a good image of ourselves, and avoid feeling ashamed of ourselves in public.

Ans-6 : Some of the approaches to cultivate positive attitude in adverse situation are :

Focus on the good things

There is no such thing as a perfect day. We encounter challenges. We should use our imagination to visualise only favourable and beneficial situations.

Turn failures into lessons. Never give up

Think of failure as an opportunity. They are stepping stones to success. Remember Thomas Edison made 1,000 unsuccessful attempts before inventing the light bulb.

Start the day with positive affirmation

Positive affirmations such as "I am confident" and "Yes, I can" are examples. You must encourage your brain to use positive words, frequently. Make these words more accessible, more connected, and more easily activated in your brain. Use positive words in your inner dialogues, or when talking with others.

Practice gratitude

Gratitude is when we feel or express thankfulness for the people, things and experiences we have.

Focus on the present

Remember that you control your attitude. Live and enjoy the present moment.

Take out time to relax

It is important to relax periodically, to increase our productivity and creative thinking skills.

Learn to take feedback

Think objectively while receiving any feedback; it will help to improve oneself.

Ans-7 : Factors that influence self confidence are given below:

- (i) performance at work
- (ii) social experiences
- (iii) work environment
- (iv) friends and family relationships
- (v) self-image
- (vi) physical and mental health

Ans-8 : Identifying My Strengths

- Reflect on what are you good at.
- Think of what others appreciate about you.
- What makes you stand out?

Identifying My Weaknesses

- Reflect on your constraints.
- What stops you from achieving?
- What feedback do you get from others?

Note: (This is an open ended question, which can have many probable answers)

Ans-9 : One can become more reflective by practicing few steps :

1. Identify some important questions
 - What am I avoiding?
 - How am I helping myself in achieving my goals?
 - How am I not helping?
 - How am I contributing on building relationships around me?
 - How can I be more effective?
2. Select a reflective process that matches your preferences like :
 - Writing a journal
 - Talking to someone
 - Just thinking
3. Schedule your reflection time and commit to keeping to it.
4. Start small: set up a small time frame
5. Brainstorm :
 - Go back to your questions
 - Explore them
 - Think
 - Consider multiple perspectives
 - Look at the opposite of what you initially believe
- 6 Ask for help : Its okay to ask for help if you feel stuck and not able to get answers. Talk to your friend, your parent, your teacher or a coach.

Ans-10 : Once we achieve a goal. We should celebrate it and reward ourself. This helps to boost our self-confidence. After achieving a particular goal we can review the rest of our goal plans to make any changes. For example :

- (i) If a goal is taking too much time, divide it into smaller goals so that the targets are achievable and easier to complete.
- (ii) If you feel you need to change other goals, do it.
- (iii) If there is a need to acquire a skill, create a goal to fix this.
- (iv) If you feel that the goal is difficult to achieve then try to change your approach.