



INDIAN SCHOOL AL WADI AL KABIR

PART A – EMPLOYABILITY SKILLS

Self Management Skills

Session 1: Stress Management

Session 2: Self-awareness — Strength and Weakness Analysis

Session 3: Self-motivation

Session 4: Self-regulation — Goal Setting

Session 5: Self-regulation — Time Management

- Self-Management Skills are those skills that help a person to control his thoughts, wants, feelings and actions.
- It allows you to maximize your productivity and performance in various fields of your career.
- When we talk about employability, Self-management skills help you to manage a good career path.
- It helps you to overcome in many bad situations.



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:** Prioritize 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.

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.



Stress Management

- 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.
- **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

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.

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.
- **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:** 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
- **Taking Nature Walks:** Taking nature walks in a pristine environment of a national park or a sanctuary or a trail in countryside / village, brings us a calmness by allowing our over stimulated minds a chance to relax and helps us to relax

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.
 - **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.
- **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.

Self-awareness — Strength and Weakness Analysis

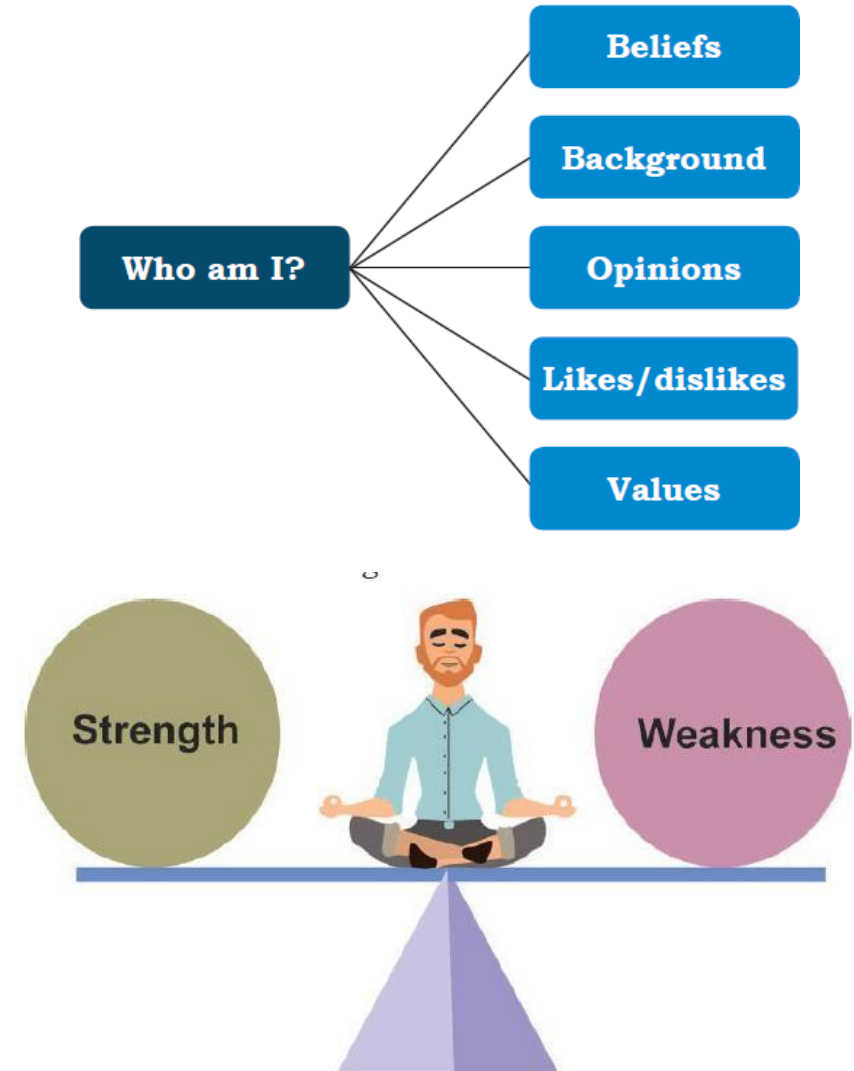
- **Techniques for Identifying your Strengths and Weaknesses**

- **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**

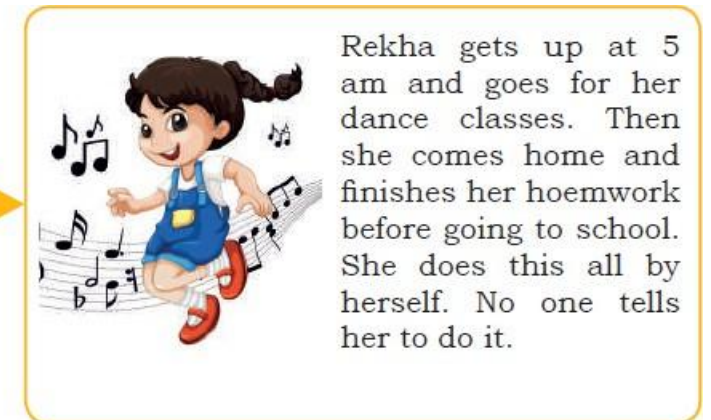
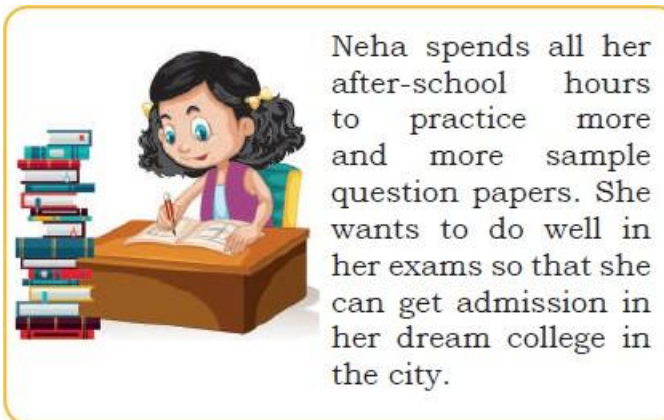
1. Things that you like to do in your free time that make you happy. An acquired or natural capacity
2. Things you are curious about or would do even if no one asked you to do it.
3. Things you want to learn or would like to do in the future

- **Ability**

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

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.



TYPES OF MOTIVATION



Internal Motivation: LOVE

We do things because they make us happy, healthy and feel good. For example, when you perform on your annual day function and you learn something new, such as dancing, singing, etc., you feel good.



External Motivation: REWARD

We do things because they give us respect, recognition and appreciation. For example, Suresh participated in a 100m race and won a prize. This motivated him to go for practice every morning.

QUALITIES OF SELF-MOTIVATED PEOPLE

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



Know what they want
from life



Are focussed



Know what is
important



Are dedicated to fulfill
their dreams

BUILDING SELF-MOTIVATION

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

Find out your strengths

Identify your likes
and dislikes.
Understand what
makes you happy.
For example, I
love cooking.

Set and focus on your goals

Define the goals
you want to
achieve and
focus all your
energy to achieve
your goal. For
example, I want
to be a chef.

Develop a plan to achieve your goals

Plan and set timelines
to achieve your goals,
Plan a list of activities
that you will do to
achieve each goal. For
example, after schooling,
you may be required to
appear for a competitive
examination to join Hotel
Management Institute.

Stay loyal to your goals

Work towards
achieving your goal,
even when you are
facing difficult time.
For example, even
though I did not clear
the Hotel Management
entrance exam, I will
find out other ways to
become a chef.

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 everyday, 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.”

Breaking it into smaller goals:

- ③.Complete higher secondary
- ③.Complete Graduation
- ③.Complete B.Ed.
- ③.Apply for jobs in the teaching field

- **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.”

Self-regulation — Time Management

- **Time Management and Its Importance**

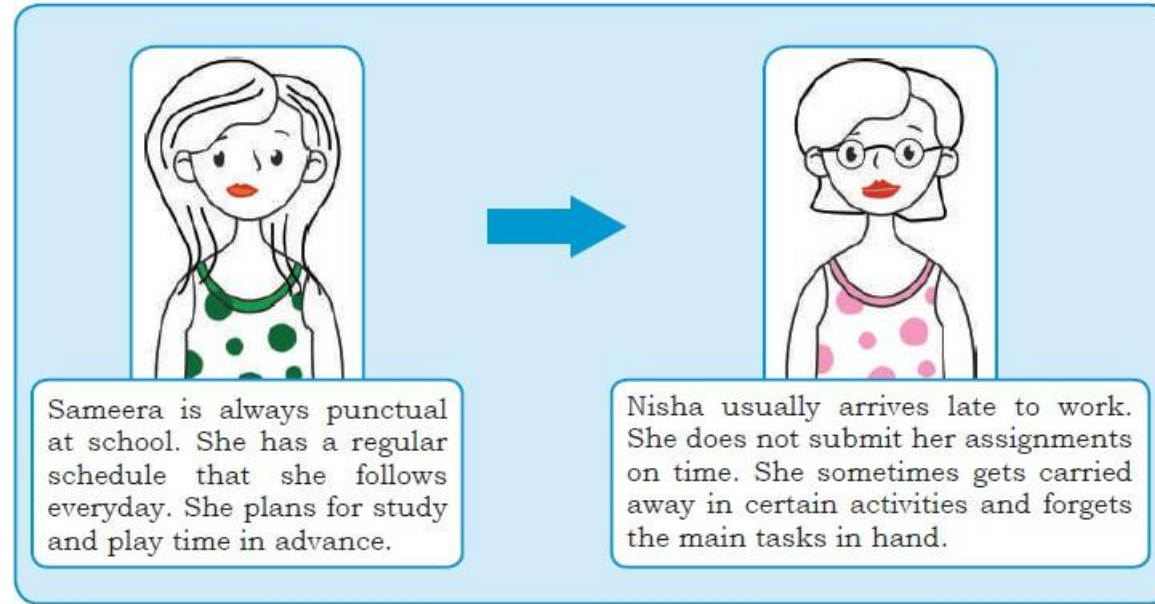
- **Time management is the thinking skill that helps you to**
- complete tasks on time.
- make a daily timetable.
- make a good guess at how long it will take you to do something.
- submit homework and assignments on time.
- not waste time during the day.

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

- **1.Organise:** We plan our day to- day activities.
- **2. Prioritise:** 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.



Example and Non-example of Time Management



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.

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.
- Prioritise.
- Replace useless activities with productive activities.