

PART-A

EMPLOYABILITY SKILLS

UNIT-2: Self-Management Skills

INTRODUCTION:

Self-Management Skills 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 includes motivating oneself, and setting and working towards personal and academic 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

Being able to manage yourself helps you to avoid stress and provides opportunities to get involved in fun activities.



Who Am I?

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 behavior, 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.

 <p><i>Fig. 2.10: Time management</i></p>	<p>Time management Achieving tasks on time and according to the plan</p>	 <p><i>Fig. 2.11: Goal setting</i></p>	<p>Goal setting Planning concrete goals to be accomplished within a set timeframe.</p>
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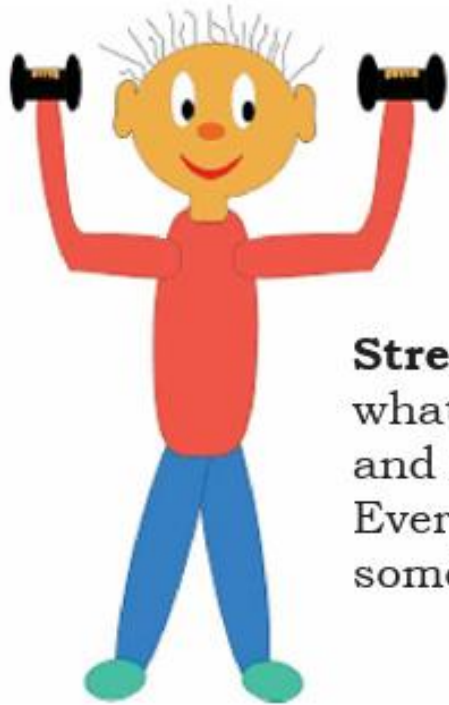
STRENGTH AND WEAKNESS ANALYSIS:

Knowing what you do well or not so well, will help you in converting your weaknesses into strengths and strengths into an exceptional performance. The strength and weakness analysis helps you in this process. Strength and weakness analysis begins with knowing yourself first.

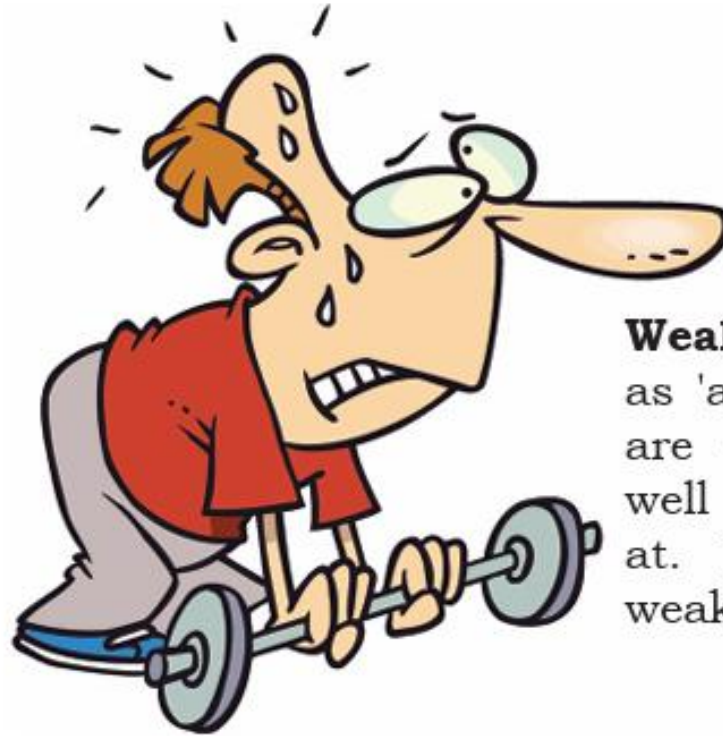
KNOWING YOURSELF :

It means understanding who you are, what you like, what you do not like, what are your beliefs, what are your opinions, what is your background, what you do well and what you do not do well?





Strengths are what we do well and are good at. Everyone has some strengths.



Weaknesses, also known as 'areas of improvement' are what we do not do well and are not good at. Everyone has some weaknesses too.

By understanding ourselves we can

- know what we can and cannot do



Based on that information, we can

- plan what and how we can improve ourselves



By improving we will

- feel confident about ourselves

IDENTIFYING STRENGTHS

- Take time off to think about what you do well
- Think of anything that you are always good at
- Think about what others appreciate about you

IDENTIFYING WEAKNESSES

- Point out the areas where you struggle and what you find difficult to do
- Look at the feedback you receive from others
- Be open to feedback and accept your weaknesses without feeling small about it. Look at it as an area of improvement.

DIFFERENCE BETWEEN INTERESTS AND ABILITIES

Interests are the things that we enjoy doing. Interests may include:

- Activities you like to do at school and in your free time that make you happy.
- Activities you are curious about or would do even if no one asked you to do it.
- Activities you want to learn or would like to do in the future.

Ability, on the other hand, is an acquired or natural capacity that enables an individual to perform a particular job or task with considerable proficiency.

SELF-CONFIDENCE

Self-confidence is a sense of trusting own's abilities and self. If you are an intelligent, hardworking and talented person, but lack confidence, and avoid taking initiative, then it may be difficult for others to recognise your talent. Self-confidence can be developed through changes in attitude and practice.

Niraj had difficulty in speaking English. He, therefore, avoided talking to his classmates. He believed that he can learn English by joining English speaking classes and in few days he was able to speak english fluently.



Shalini, was preparing for her final board exams. She feared that she will not get good marks in English because of her poor memory. This made her nervous before the exam and she actually got poor marks in the exam.



Examples of confidence and lack of confidence

Self-confidence is a quality we build when we believe in our strength to succeed in anything we do in life. People who are confident believe that they can do anything given to them in any situation

QUALITIES OF SELF-CONFIDENT PEOPLE

Self-belief

Thomas Edison made thousands of prototypes of the incandescent light bulb, before he could finally invent the bulb. In spite of struggling with repeated failures, his resilience and belief in self gave the world one of the most amazing product, i.e., bulb.

Hard Work

Dipa Karmakar, despite having a flat foot at the age of six worked hard to become the first India female gymnast ever to compete in the Olympics.

Positive Attitude

Positive attitude is nothing but focusing on the positives even in the time of adversity. For example, the situation of losing a game can be perceived as losing something or as an opportunity to review the game strategies and improve to win in the future.

Commitment

Mahatma Gandhi, the leader of Indian Independence Movement, was highly committed to the cause of making India free from the British Raj. He employed non-violent civil disobedience to get India independence.

BUILDING SELF-CONFIDENCE:

The three steps to building self-confidence are as follows:



Step 1: Appreciate achievements & accept failures

For example, celebrate the achievements when the team wins a competition. Articulate learning when the team loses a competition.



Step 2: Have a goal and take steps towards it

For example, if you have won bronze at an event, set the goal to win gold medal next time and take action for it.



Step 3: Always look at the good side and be happy

For example if you have lost a match, celebrate the efforts of those team members who performed well. Talk to people who are confident and try to gain.

FACTORS THAT DECREASE SELF CONFIDENCE:

- (a) When we think we cannot do a particular work.
- (b) When we keep thinking of our past mistakes and feel bad about it, instead of learning from them.
- (c) When we expect to be successful at the first attempt itself and do not try again.
- (d) When we are surrounded by people who have a negative attitude, which is reflected in their speech.

POSTIVE THINKING

A person's attitude can be considered either 'positive' or 'negative'. Positive thinking requires a person to look at the good in things, observe, understand and patiently work towards improving them rather than worrying and/or looking for the bad in things.

Positive thinking leads to good results for you like

- overcoming challenges,
- making you do well or making you an energetic individual,
- helping you get better at work, and
- making you and people around you happy.

How to keep your thinking positive? There are few simple steps to cultivate a positive attitude in life. Let us understand this with the help of the abbreviation 'SMILE'



Start your day in a positive way

For example, exercising, reading or watching something motivating; talking to people who are positive and make you smile.



Manage time to relax

For example, sit in a relaxed position and just feel how you are breathing. You can do Yoga and meditation or listen to music to relax and stay calm.



Imagine the best in any situation

For example, do not keep thinking of things that are going badly, instead think how you can make things better.



Learn to take feedback in a positive way

For example, if someone gives you feedback, objectively think how it will help you to improve and start working on it.



Express gratitude

For example, be thankful for all the good things you have, to people who have helped you or pat your back for the good things you have done.

SMILE MODEL

PERSONAL HYGIENE

It is the habit or practice of keeping ourselves clean. Cleanliness helps us to maintain our health and well-being. Being healthy allows you to be regular at school, college or work.

Personal hygiene is important because, it helps us

- stay healthy.
- create a good image of ourselves.
- avoid feeling ashamed in public due to our bad breadth, body odor, etc.

Three steps to personal hygiene



CARE

- Keep your hair free of dandruff
- Rub oil/cream to take care of your skin
- Brush your teeth daily
- Change your toothbrush as soon as it deshpes
- Cut your nails every week



WASH

- Wash your hands frequently
- Take bath every day
- Wash your clothes regularly
- Wash your hair at least every second day
- Wash your feet often



AVOID

- Blow your nose/cough into a handkerchief to avoid spreading germs
- Keep your feet dry and change your socks every day

Essential steps of hand washing



Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Right palm over left dorsum and vice versa



Palm to palm with fingers interlaced



Back of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa



Rub inner surface of palms



Rub inner surface using the thumb



Rinse hands thoroughly with water



Use towel to dry



Your hands are now clean

GROOMING

Grooming and its Importance Dressing is the action of putting on clothes. Grooming is the process of making yourself look neat, tidy and smart. The way you dress, and groom can either send the message that you are confident, smart and sincere or possess opposite qualities.

Dressing and grooming are important because they help us

- look smart
- feel confident about ourselves
- make a good impression of ourselves



CLOTHES

- Clothes should be clean, neat, and ironed
- Shoes should be clean and polished
- Change socks every day and always wear clean socks
- Keep accessories like belts, jewellery, etc., simple
- In certain jobs display of bodily tattoos and piercing is not accepted



HAIR

- Hair should be washed regularly to keep clean
- Simple hair styles and well combed hair gives a smart look



FACE

- Face looks clean if you shave regularly
- Moustache should be neatly trimmed
- Teeth should be kept clean, without any stains
- Brush the teeth twice a day to maintain dental hygiene
- Avoid eating *Pan* or chewing beetle.