

PART – A

EMPLOYABILITY SKILL

Self-management

Skills

WHAT IS SELF-MANAGEMENT?

Self-management refers to **managing our life** in a way so that **we lead a satisfying life** in any type of **challenge, situation & in chronic conditions.**

Self-management broadly involves the following domains of **Skills:**

- i. **Stress Management**
- ii. **Self-Awareness**
- iii. **Self-Motivation**
- iv. **Set Goals**
- v. **Time Management**

Stress Management

- have healthy diet
- exercise your body ;
- enjoy yourself, rest yourself as regularly as possible ;
- go to vacations and holidays with the people you love ;
- take walks in nature ;
- spend time in hobbies.
- understand and manage emotions
- work independently



Self-Awareness

- find your strengths
- find your weaknesses
- find opportunities around you
- find threats and triggers that are a hindrance



Self-Motivation

- find and list your motives (needs and desires) ;
- find different sources of motivation and inspiration (music, books, activities) ;
- think expansive thoughts ;
- live fully in the present moment ;
- dear to have big dreams ;
- dream often - everyday ;
- remember that nothing is impossible



Self-Regulation

Have the following skills :

Goal Setting

- Set specific goals
- Make measurable plans
- Ensure realistic outcome
- Get to work to achieve it
- Make timely progress to reach goal

Time Management

- set and prioritize your goals
- create a schedule ;
- make lists of tasks ;
- use different optimization tools
- break large tasks into smaller tasks.





Self-Confidence

- get rid of the negative thoughts in your head ;
- think positively ;
- be happy with small things ;
- do not forget to tell yourself that you are smart and intelligent ;
- chat with positive people ;

WHAT IS STRESS?

Stress is our body and mind's response and reaction to challenging situations in our lives. It is our body's way of reacting and getting prepared to deal with a situation and pressure it creates.

“Stress refers to a “physical, mental or emotional strain or tension”.

EUSTRESS

DISTRESS

A Stress that remains for a little time and motivates one to strive harder and do well is called **positive Stress** or **good stress** or **eustress**.

Bad Stress refers to Stress that is ongoing & does not lower down.

Even though good stress affects our pulse rate but there is no fear with good stress or eustress.

Negative stress makes a person worrisome, less productive and may lead to various psychosomatic disorders too.

Example –

- Going for an Interview,
- The Deadline for assignment submission is approaching
- Riding a roller Coaster in an adventure park
- Going for paragliding.

Note – Eustress Keeps us focused & motivated to do something.

Symptoms of Bad Stress are-

- **Lack of Sleep**
- **Heart Problem**
- **Loss or Gain of Appetite**
- **Irritability**
- **Memory Loss**
- **Depression**
- **Weight Gain or Loss**
- **Problem in Focusing**



Stress

Management

Technique

1. Physical Exercise –it helps boost up the production of our brain’s feel-good neurotransmitters called “**endorphins**”.

Note - *Dopamine & Serotonin* are other such feel-good chemicals released in our body.

Sports & Yoga are clubbed with physical exercise, as it brings positive impacts on our body.

2. Healthy Diet & Lifestyle – Healthy Diet & Physical activities increase the mind & body power in a multitude of ways.

3. Yoga– Yoga includes a series of postures and breathing exercises practiced to achieve control of body and mind.

4. Meditation – It is a practice where an individual is supposed to focus his/her mind on a particular object, thought, or activity to achieve a calm mental state reducing stress.

5. Positive Thinking & Outlook – Positive Outlook means having the confident belief that things will always work out for the best & expecting the best in life in general.

6. Taking Breaks & Good Sleep– Taking a break from the regular work or routine is a useful technique of lowering stress.

small break can take up by reading, listening to music, and any other activity that does not take much time & gives you relaxation & joy.

Sleep is also very important for relaxing & recharging brain, so that it is ready to function again the next day.

7. Organising Life– Organising life keeps life stress free and brings better results too.

8. Holidaying & Vacationing– it lowers stress level & controls **CORTISOL** in our body. It also releases feel-good hormones in our body, making us feel relaxed & Stress-free.

Note – Cortisol is called a Stress Hormone. Another Stress Hormone is Adrenaline.

9. Taking Nature Walks - Spending time in Natural Surroundings having forests, and parks on trees help to have increased immunity.

NOTE

- **CORTISOL** and **ADRENALINE** are stress hormones. It is released in our body when there are increased stress levels.
- **Endorphins, Dopamine & Serotonin** are our body's feel-good chemicals that are released in the brain and help us cope with stress.

Independent Working

Ability to Work Independently

Proper Stress Management helps to develop an important ability to work independently.

Everyone who has been sent on this earth has been blessed in their own way. They together make this earth a beautiful place. Some can sing well, others are good at sports, some are intellectuals and some are good comedians. **Everyone is special.**

everyone must learn the art of working independently.



Importance of The Ability to Work Independently

Following benefits of working independently advocate its importance.

- you should take initiative.
- You Take full responsibility for the work.
- you take ownership of it, i.e. you make yourself accountable for it.
- you are ready to do unsupervised work, i.e. you do not require constant supervision.
- you are capable of completing the work within the stipulated time & budget.
- You should maintain a work-life balance.
- It ensures creativity and satisfaction amongst individuals.

Emotional Intelligence

Emotional Intelligence refers to the ability to monitor & understand own & others' feelings & emotions and take appropriate actions.

Self-Awareness

Self-awareness is the full understanding of self in terms of Strengths, Weaknesses, Interests, Abilities, Attitudes, Biases, and so forth with a knowledge of how one can utilize these.

- ✓ Having conscious knowledge of your own self, capabilities, feelings, and one's own character is called self-awareness.
- ✓ It helps individuals to chart their ways of working independently.
- ✓ They become aware of their strengths and weak points and work accordingly. They try to focus on strengths to become successful in various areas of life.

Self-Motivation

Self-motivation is the ability to do things on your own without being told to do so. It is a fire within that lights our path & drives us to do & achieve something. Self-motivated individuals have an inner urge to do something and achieve their goals without any external pressure/lure for awards or appreciation. It is a life skill and must be necessarily developed.

The best Motivation is Self-Motivation

Self-Regulations – Goal Setting

Self-Regulation – Self –regulation inculcates discipline that helps in consistent efforts to move towards the goal.

Goal-setting – refers to the process of planning and taking active steps to achieve a specific Goal.

Smart Goal – Chosen Goals are clear & reachable, they should be Smart.

S SPECIFIC

1. S - Specific – The goal should clearly specify what is to be achieved or accomplished. To set a specific goal one must answer the six 'W' questions.

1. **Who** – Who is Involved
2. **What** – What do I want to accomplish
3. **Where** – Identify a location
4. **When** – Establish a time frame.
5. **Which** – Identify requirements and constraints.
6. **Why** – Specific reasons, purpose, or benefits of accomplishing the goal.

M MEASURABLE

A ATTAINABLE

Example – the general goal would be, 'get in Shape.'
But a specific goal would be to 'Join a Gym or Yoga class & work out 3 days a week.'

R RELEVANT

2. M-Measurable – I should lose weight of 4-7 kgs in 45 days.

T TIME-BASED



3. A -Attainable – The Goal should be attainable and achievable. Example- To lose 4-6 kg, my daily aim of losing weight is 250-300g.

4. R- Realistic - Unrealistic Goals are a waste of time.

Example of unrealistic Goal- Losing weight of 10 kg in 5 days.

Example of Realistic Goal - I should lose weight of 4-7 kg in 45 days.

5. T- Time-bound – If you want to lose 10 kgs, when do you want to lose it by?

Time Management

Time Management refers to the planning out of available time and controlling the amount of time to be spent on specific tasks in order to work more efficiently.

Significance of Time Management

- ❑ **It Improves Performance** – we can prioritize tasks & give the required time to each task as per their priority,
- ❑ **It delivers better work quality** – with proper time allocation and no rushing, the work is completed in a settled & happy environment.
- ❑ **Timely delivery** – with proper time management work is delivered on time which gives great satisfaction to both the client and the workforce.
- ❑ **Brings more efficiency** – Time Management not only ensures timely & quality delivery but also contributes to the confidence & efficiency of the workforce & work culture too.
- ❑ **Reduces Stress** – it builds happy, stress-free relations between client and workforce..

Consequences of Poor Time Management

- ❑ Poor Quality work
- ❑ Missing deadlines
- ❑ Increased stress levels
- ❑ Ruined or disturbed work-life balance
- ❑ Professional reputation at stake.

Steps of Effective Time Management

ORGANIZE

PRIORITIZE

CONTROL

TRACK

Steps of Effective Time Management



Organize

**Project into
tasks, subtasks,
activities**



Prioritize

**Tasks/ activities
as per the urgency
and importance**



Control

**Monitor the
working**



Track

**Track the time,
tasks and learn**

TIME MANAGEMENT TIPS

- Stick to the schedule, avoid delays & procrastination(टाल मटोल).
- Start with Urgent & important tasks first.
- Do one thing at a time, resist diversions & do not multitask.
- Plan for the unexpected
- Learn to say “No”
- Delegate activities/assignments wherever possible.
- When you delegate, entrust(सौंप देना.) Educate the people & turn the project over to them.
- Make sure you follow up.
- To make a decision, gather available facts, make the decision, and put it into effect.
- Keep your workspace free from clutter (अस्त व्यस्त करना).

Note –

Procrastination is one big hindrance in effective time management.



Thank you