PART-A
Employability Skills
Unit 2: Self-Management Skills - II

Session 1: Stress Management

Basics of Self-Management

Key Skills:

1. **Self-awareness** – Regular feedback, understanding emotions and situations.
2. **Responsibility** – Taking ownership of actions and duties.
3. **Time Management** – Prioritizing and scheduling to enhance productivity.
4. **Adaptability** – Staying updated and open to change.
5. **Goal Setting** – Clear, achievable goals for motivation.
6. **Emotional Regulation** – Managing emotions effectively.
7. **Reflection and Learning** – Evaluating progress and learning from experiences.

Stress and Stress Management

What is Stress?

- Stress is a reaction to emotional/physical tension.
- Can be **positive** (eustress) or **negative** (distress).
- Affects personal and professional life.

Stress Causal Agents

Agents	Description
Mental	Difficulty handling studies or self-expectations.
Physical	Body image issues and hormonal changes.
Social	Peer pressure, social expectations.
Financial	Financial independence, pressure of money management.

Symptoms of Stress

- **Physical**: Breathlessness, dry mouth, nausea, headaches, insomnia, etc.
- **Emotional**: Irritation, frustration, moodiness, depression, anxiety.
- **Mental**: Inability to focus, forgetfulness.

Three Steps to Manage Stress

1. **Step 1**: Be aware that you are stressed.
    - Recognize emotional/physical signs (irritability, fatigue).
    - Acknowledge how it affects your daily activities.
2. **Step 2**: Identify what causes your stress.
    - Pinpoint situations, people, or triggers.
    - Identify stressors and underlying causes.
3. **Step 3**: Apply stress management methods.
    - Use relaxation, hobbies, time management, set priorities, etc.

How to Manage Stress?

Stress Management Techniques

1. **Physical Exercise** – Strengthens brain function, boosts mood.
2. **Yoga** – Combines mental, physical, and spiritual practices.
3. **Meditation** – Promotes calmness and clarity.
4. **Enjoyment** – Hobbies like dancing, movies, gaming reduce stress.
5. **Vacation** – Breaks from routine improve mental health.

6. **Nature Walks** – Being in nature reduces stress.
7. **Time Management** – Organizing tasks to make time for relaxation.
8. **Healthy Diet** – Balanced food intake helps the body cope.
9. **Positive Attitude** – Focus on goals, stay optimistic.
10. **Sleep** – At least 7 hours for body and mind recovery.
11. **Academic Planning** – Scheduling studies effectively.
12. **Art Therapy** – Using creative arts to relieve emotions.

Working Independently
Skills Required:

- **Self-monitoring**
- **Effective Task Prioritization**
- **Accountability**
- **Commitment to Lifelong Learning**
- **Problem-solving Skills**
- **Communicate Effectively**

Enhancing Ability to Work Independently
Key Aspects:

1. **Self-awareness** – Know your own strengths, weaknesses.
2. **Self-motivation** – Work towards goals with energy and focus.
3. **Self-regulation** – Control emotions and impulses.
4. **Self-monitoring** – Track your own performance.

Emotional Intelligence
Components:

- **Understanding Emotions** – Observe and assess your own emotions.
- **Rational Thinking** – Avoid impulsive reactions.
- **Practicing Calmness** – Meditation, yoga, deep breathing.

Session 2: Self-Awareness—Strength and Weakness Analysis

Definition of Self-Awareness

- Self-awareness understands oneself, which includes knowing your emotions, values, strengths, and weaknesses.
- Helps individuals:
    - Make better decisions
    - Improve relationships
    - Enhance personal and professional growth

Self-Awareness: Strength and Weakness Analysis
Importance of Self-Awareness

- Fosters integrity and alignment with personal goals.
- A continuous journey of:
    - Self-discovery
    - Emotional balance
    - Personal resilience
    - Strong relationships
    - Achieving goals

Two Types of Self-Awareness

1. **Internal Self-Awareness**:
    - Understanding personal values, feelings, aspirations, and reactions.

2. **External Self-Awareness**:
    - Understanding how others perceive us in terms of actions, strengths, and weaknesses.

Knowing Yourself

- Involves recognizing:
    - Personality
    - Interests
    - Values
    - Expectations
    - Aptitudes

Strength and Weakness Analysis

Why It Matters

- Helps you:
    - Identify areas of confidence and potential
    - Improve by addressing areas needing development
    - Build self-awareness for better choices

Examples of Strengths and Weaknesses

Strengths

- **Creativity**: Generating new ideas and solutions.
- **Communication**: Expressing ideas clearly.
- **Organisation**: Effective planning.
- **Adaptability**: Adjusting to new situations.
- **Problem Solving**: Finding solutions.
- **Teamwork**: Working with others.
- **Time Management**: Prioritizing tasks.

Weaknesses

- **Public Speaking**: Nervousness in front of people.
- **Procrastination**: Delaying tasks.
- **Impatience**: Frustration with delays.
- **Stubbornness**: Resistance to other views.
- **Self-doubt**: Lack of belief in abilities.
- **Time Management**: Poor task prioritization.
- **Critical Thinking**: Needing more time for analysis.

Techniques for Identifying Strengths and Weaknesses

1. **Self-reflection**
2. **Performance Reviews**
3. **Feedback from Others**
4. **Trying New Things**
5. **Observation**
6. **Assessments and Tests**
7. **Setting Goals**

Finding Strengths

- Look for:
    - Activities you enjoy and perform well in
    - Compliments from others
    - Recurring successful experiences
    - What excites or motivates you

Finding Weaknesses

- Recognize:
  - Activities you avoid
  - Negative feedback
  - Performance gaps
  - Situations where others succeed but you struggle

Difference Between Interests and Abilities

Interests	Abilities
Refer to topics, skills, or tools that you enjoy or are curious about	Refer to your natural or acquired skills and talents
Based on preference, enjoyment, fulfillment	Measurable and can be developed through training
Can cover wide domains (hobbies, career fields)	Specific to domains like academics, arts, sports
Evolve with experience	Stable but improvable with effort

Session 3: Self-Motivation

Definition

Self-motivation is the **inner drive** that pushes us to take action and pursue our goals without needing external influence.

It helps us:

- Stay focused
- Overcome challenges
- Achieve goals
- Improve our lives

SELF-MOTIVATION

Meaning

- The push from within to achieve goals without others telling us to.
- Involves **goal-setting**, **focus**, **perseverance**, and **action**.
- Self-motivated people:
  - Take initiative
  - Work hard even without supervision
  - Practice regularly to succeed

How to Get Motivated?

Ways to Stay Motivated:

1. **Live in the Present**: Think positively — "Today I will be better than yesterday."
2. **Choose to be Happy**: Keep a positive attitude and perspective.
3. **Try to Find Good**: Be optimistic even in tough situations.
4. **Talk to Family and Friends**: Get emotional support.
5. **Shank your Idlers**: Remove distractions.

Types of Motivation

1. Internal Motivation

- Comes from **within**.
- Based on **personal joy**, **interest**, or **values**.
- Examples:
  - Drawing for fun

    - Studying to learn something new
    - Playing sports to feel accomplished

2. External Motivation

- Comes from **outside influences**.
- Based on **rewards**, **prizes**, **grades**, or **recognition**.
- Examples:
    - Studying for awards
    - Playing to win a prize
    - Performing for praise

Qualities of Self-Motivated People

- **Resilient**: Bounce back from setbacks.
- **Proactive**: Take initiative without waiting.
- **Adaptable**: Adjust to change and new situations.
- **Persistent**: Keep going even when it's tough.
- **Positive Mindset**: Stay positive and optimistic.

Building Self-Motivation

Steps:

1. **Know Yourself**: Identify your likes, dislikes, and sources of happiness.
2. **Set Clear Goals**: Break goals into smaller steps.
3. **Make a Plan**: Create a plan to achieve those goals.
4. **Stay Loyal**: Keep going even during setbacks.

SESSION 4: Self-Regulation—Goal Setting

Definition

- Self-regulation involves self-control and goal-directed behavior.
- It is key to personal growth and success.

SMART Goals

SMART = Specific, Measurable, Achievable, Relevant, Time-bound

Goal Setting

- Define specific objectives with timelines.
- Goals provide direction and motivation.

How to Set Goals

SMART Criteria	Explanation
S - Specific	Clear and detailed (What? Why? Where? How?)
M - Measurable	Trackable (How much? How many?)
A - Achievable	Realistic within abilities and resources
R - Relevant	Matches personal or professional goals
T - Time-bound	Includes a deadline or timeframe

Example

- "I want to lose 5 kilograms within the next five months."

SESSION 5: Self-Regulation—Time Management

Definition

- Planning and controlling how time is spent.
- Balances priorities and increases productivity.

Importance

- Reduces stress.
- Increases efficiency.
- Balances academics and life.

Examples

Effective Time Manager	Poor Time Manager
Schedules school time	Arrives late
Follows to-do lists	Forgets homework
Has leisure balance	Stressed and confused

Ways to Manage Time Efficiently

- Plan daily tasks.
- Prioritize based on importance.
- Break study time into slots.
- Use reminders and planners.
- Avoid distractions (e.g. social media).

Four Steps to Effective Time Management

1. Organize and Plan
2. Prioritize Tasks
3. Control Attention
4. Track and Identify time usage

Tips for Practising Effective Time Management

- Avoid procrastination
- Maintain organization
- Use waiting time
- Create distraction-free zone
- Use to-do lists
- Replace unproductive activities
- Set clear goals
- Review and adjust regularly
- Seek support