Part A: Employability Skills
Chapter-2: Self-Management Skills - I

1. Self-Management Skills: Self-management is the **ability to regulate one's attitude, behaviors, thoughts, and emotions** to maintain productivity and well-being.

Components

- Goal Setting
- Planning
- Scheduling
- Self-Development
- Continuous Learning

Positive Results of Self-Management

- Improved productivity and mental health
- Confidence to handle challenges
- Organized, positive approach under pressure

Skills of Self-Management

1) **Self-Awareness:** Understanding your own emotions, strengths, and weaknesses.
2) **Self-Control:** Managing your impulses and emotions to act responsibly.
3) **Self-Confidence:** Belief in your own abilities and judgment.
4) **Problem Solving:** Finding effective solutions to challenges and obstacles.
5) **Self-Motivation:** Driving you to take action and achieve goals without external pressure.
6) **Personal Hygiene & Grooming:** Maintaining cleanliness and appearance to promote health and confidence.
7) **Positive Thinking:** Focusing on the good and expecting positive outcomes.
8) **Teamwork:** Collaborating effectively with others to achieve common goals.
9) **Time Management:** Organizing and planning how to divide your time efficiently.
10) **Goal:** A clear target or objective you aim to achieve.

2. Strength and Weakness Analysis

- **Strengths:** Talents, skills, and achievements that one possesses.
- **Weaknesses:** Areas where improvement is needed; opportunities for growth.

Identifying Strengths and Weaknesses

- Reflect on feedback and past successes.
- Note challenges and constructive criticism.
- Convert weaknesses into actionable growth plans.

3. Difference between Interests and Abilities

Interest	Ability
Activities you enjoy or are curious about.	Skills or talents you have acquired with proficiency.

4. Activities to Develop Self-Management Skills

- **Organizing a Workshop:** Practice planning and presenting on a topic.
- **Self-Awareness:** Answer guided questions on strengths, weaknesses, interests, and abilities.
- **Helping Others / Community Service:** Apply positive thinking and gratitude through acts of service.
- **Writing Accomplishments:** List recent achievements to boost self-confidence.

5. Self-Confidence: Self-confidence is **trust in one's abilities**.

Development of Self-Confidence

- Positive self-talk
- Small successes
- Consistent practice

Factors Boosting Self-Confidence

- Social Factors: Supportive relationships
- Cultural Factors: Traditions and values
- Physical Factors: Health and appearance

Qualities of Self-Confident People

- Strong self-belief
- Determination
- Resilience under pressure

6. Hard Work, Positive Attitude & Commitment

- **Hard Work:** Persistent effort toward achieving goals.
- **Positive Attitude:** Optimism that focuses on solutions rather than problems.
- **Commitment:** Dedication to responsibilities and long-term aims.

7. Building Self-Confidence

- Appreciate achievements and accept failures as learning experiences.
- Set goals and break them into manageable steps.
- Focus on the positive side of situations and cultivate happiness.

8. Self-Confidence Building Tips

- Think positively
- Stay happy with small things
- Maintain cleanliness and good hygiene
- Practice grooming
- Set achievable goals
- Celebrate successes
- Practice self-care

9. Low Self-Confidence

Causes

- Low self-esteem (poor self-image)
- Negative self-talk (internal criticism)
- Fear of failure (avoidance of risks)
- Lingering doubts from past criticisms

10. Positive Thinking: Positive thinking is **focusing on good aspects and solutions** rather than problems.

Importance of Positive Thinking

- Mental Health: Reduces stress and anxiety
- Physical Health: Improves overall well-being
- Resilience: Helps cope with challenges
- Relationships: Encourages supportive interactions
- Achievement: Motivates goal pursuit

How to Keep Your Thinking Positive (SMILE)

- **S:** Start Your Day Positively
- **M:** Meditate

- **I:** Imagine the Best
- **L:** Learn to Accept Feedback
- **E:** Express Gratitude

11. Personal Hygiene:

Benefits

- Maintains health
- Enhances self-image
- Provides social comfort

Three Essential Steps of Personal Hygiene

- **CARE:** Hair, skin, dental, and nail care
- **WASH:** Bathing and laundering regularly
- **AVOID:** Prevent spreading germs

12. Essential Steps of Hand washing (60 seconds)

1. Wet hands
2. Apply soap
3. Rub palm to palm
4. Rub back of hands
5. Interlace fingers and rub
6. Rub opposing palms
7. Rotate thumbs
8. Rub fingertips on palms
9. Rinse thoroughly
10. Dry with towel
11. Turn off tap with towel
12. Hands are now clean

13. Grooming

Importance

Appearance boosts confidence and leaves a good impression.

Grooming Tips

- Clothes: Clean, ironed, and appropriate for the occasion
- Hair: Simple styles with regular washing
- Face: Maintain dental hygiene, shave or keep skin clean and stain-free

Note: Grooming classes help improve professional image and social confidence.

14. Recap Zone

Review the key concepts:

- Self-management
- Self-awareness
- Self-control
- Problem solving
- Positive thinking
- Teamwork
- Goal setting
- Hygiene and grooming


POSITIVE THINKING
SKILLS OF SELF-MANAGEMENT
SELF MANAGEMENT SKILLS
POSITIVE RESULTS OF SELF-MANAGEMENT
SELF-CONFIDENCE
STRENGTH AND WEAKNESS ANALYSIS
PERSONAL HYGIENE