

## A.I. Chapter-2 (Class 10)

### Self Management Skills

Self Management Skills are those skills that help a person to control his thoughts, wants, feelings and actions. It help to manage a good career path and to overcome in many bad situations.

**Following are some of the skills you must master to succeed in life:**

- **Self-awareness**
- **Responsibility**
- **Time Management**
- **Adaptability**

### Stress Management

#### What is Stress?

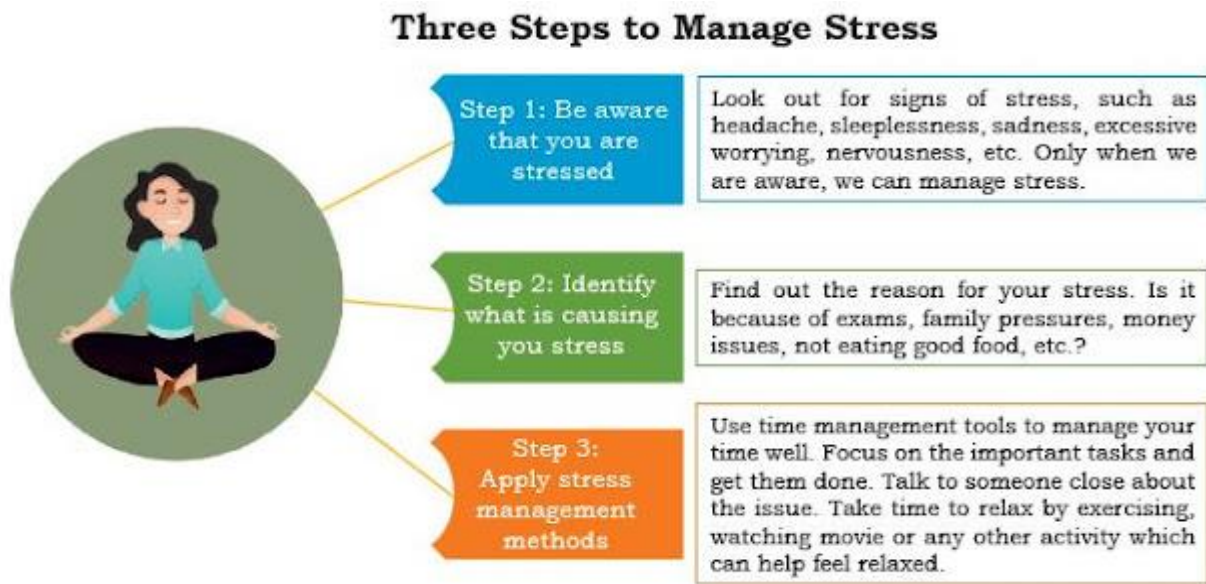
Stress can be defined as our emotional, mental, physical and social reaction to any perceived demands.

**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

It is about making a plan to be able to cope effectively with daily pressures. The ultimate goal is to make a balance between life, work, relationships, relaxation, and fun.



## Stress Management Techniques

- Time management
- Physical exercise and fresh air
- Healthy diet
- Positivity
- Sleep
- Holidays with family and friends

## 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 strength 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.

#### **Self-motivated People**

1. Know what they want from life
2. Are focussed
3. Know what is important

4. Are dedicated to fulfil their dreams

## **Building Self-motivation**

- Find out your strengths
- Set and focus on your goals
- Develop a plan
- to achieve your goals
- Stay loyal to your goals

## **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.

## **Elements of Goals**

**Specific**

**Measureable**

**Achievable**

**Realistic**

**• Time bound**

## **Self-regulation — Time Management**

## **Time Management and Its Importance**

- 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**

**2. Priorities**

**3. Control**

**4. Track**