

## PERSONALITY DEVELOPMENT

### ***Unit I- Introduction***

- Definition of Personality
- Determinants of Personality- biological, psychological and socio- cultural factors.
- Misconceptions and clarifications
- Need for personality development

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## ***PRACTICAL TRAINING***

The course would include the following practical exercises.  
Ice-breaking, Brainstorming and simulation exercises. Thought stopping, Memory and study skills training

## UNIT I - INTRODUCTION

### **Objective :**

To make students understand the concept and components of personality, thereby to apply the acquired knowledge to themselves and to march towards excellence in their respective academic careers.

### **Contents:**

- Definition of personality
- Determinants of Personality – biological, psychological and socio-cultural factors.
- Misconceptions and clarifications
- Need for personality development

### **Introduction**

People reveal utmost diversity and variety. They differ in their outlook, emotional volatility, physical appearance and so on. Some people are quiet and passive, while others are loud and aggressive. This leads to the study of personality, which represents a significant aspect of individual differences.

Personality is an important factor influencing an employee's behaviour. Individual traits and attributes reflect an employee's personality. The relationship between supervisor and employees is reflected in their personalities. Some employees are ambitious, others are silent, anxious and amusing. These qualities make up personalities.

Personality traits reveal various types of persons and therefore predict their behaviour. Personality is a significant variable of behaviour and includes a large number of qualities which cannot be easily changed.

Personality is composed of several characteristics. These characteristics form different personalities that are reflected in behaviour. Personality is influenced by several factors such as family, characteristics, learning, social influences, psychological features, etc.

The unique ways of responding to day-to-day life situations is at the heart of human behaviour. Accordingly, personality embraces all the unique traits and patterns of adjustment of individual in his relationship with others and his environment.

### **Definition of personality**

Personality is a pattern of stable states and characteristics of a person that influence his or her behaviour towards goal achievement. Each person has unique ways of projecting these states.

The most frequently used definition of personality was by GORDON ALLPORT. According to him personality is "the dynamic organization within the individuals of those psycho physical systems that determines his unique adjustments to his environments". Hence personality is a sum total of ways in which an individual reacts and interacts with others.

Personality can be defined as consistency in a person's way of operating — that is, long-term consistency in their particular ways of perceiving, thinking, acting and reacting as a person. Consistent patterns of thought and feeling and behaviour.

To some extent, people generally do tend to operate in a similar way day after day, year after year. It is not talking about specific behaviours being repeated again and again, but about overall patterns, tendencies, inclinations. Someone who has tended to be quiet and reserved up to now will probably still tend to be quiet and reserved in the future.

It is this individual consistency in thought patterns, behaviour patterns and emotional patterns which defines personality.

### **Same But Different**

In some ways we are all the same. We all have the same human nature. We share a common humanity. We all have human bodies and human minds, we all have human thoughts and human feelings.

Yet in other ways we are all completely different and unique. No two people are truly alike. No two people can ever have the same experience of life, the same perspective, the same mind.

Even identical twins are unique in this respect: twin number 1 will always be twin number 1 and will never know what it is actually like to be twin number 2, to experience life and see the world through number 2's eyes.

Somewhere between these two — our common humanity and our unique individuality — lies personality.

Personality is about our different ways of being human. How we are all variations on the same themes. How the human nature we all share manifests in different styles of thinking, feeling and acting.

### **Components of Personality**

Personality is made up of the characteristic patterns of thoughts, feelings and behaviors that make a person unique. In addition to this, personality arises from within the individual and remains fairly consistent throughout life.

Some of the fundamental characteristics of personality include:

- Consistency - There is generally a recognizable order and regularity to behaviors. Essentially, people act in the same ways or similar ways in a variety of situations.
- Psychological and physiological - Personality is a psychological construct, but research suggests that it is also influenced by biological processes and needs.
- It impacts behaviors and actions - Personality does not just influence how we move and respond in our environment; it also causes us to act in certain ways.
- Multiple expressions - Personality is displayed in more than just behavior. It can also be seen in our thoughts, feelings, close relationships and other social interactions.

### **Talking About Personality — Four Types v. Five Factors**

In ancient times it was thought that all people could be divided into just four personality types — sanguine, choleric, melancholic and phlegmatic. This was supposedly something to do with the dominant fluids in their bodies (blood, yellow bile, black bile or phlegm). This idea was briefly revived in Renaissance Europe and there are some modern versions of it around today.

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But when you actually look into it, trying to fit all the world's people with their amazing range of differences into so few boxes is not easy. For example, 'sanguine' people are supposedly extroverted, creative, sensitive, compassionate, thoughtful, tardy, forgetful and sarcastic. But in fact there is no evidence that these characteristics go together at all. You can certainly be creative without being extroverted. You can certainly be compassionate without being sarcastic. So what does 'sanguine' really mean, if anything?

Dividing people up into a few types may be a nice and simple way of looking at the world, but in reality it doesn't get us very far.

An alternative approach used by modern psychologists is to look at the words we actually use to describe each other's personalities. This is called the lexical approach.

When we describe someone's personality, we use words which characterise whatever makes that person distinctive and perhaps even unique. This is partly because we tend to notice people's most outstanding characteristics (as opposed to ways in which they are just average). For instance, just as we might describe someone as 'very tall' or 'totally bald' based on their physical attributes, we might also describe them as 'very shy' or 'totally domineering' based on their personality.

We also want to remember what it is that distinguishes one person from another — being very tall and totally bald is an unusual and distinctive combination, as is being very shy and totally domineering. We remember, and talk about, the things that stand out the most.

So when we look at the words most often used to describe human personality, we find that they describe the extremes rather than the averages. (Similarly, there is no word in the dictionary to describe people of average height, only people who are distinctly above or below average in height: tall v. short.) Also, these extremes can be organised into pairs of opposites — shy v. outgoing, impulsive v. cautious, dominant v. submissive, and so on.

Moreover, when you take all the personality-describing words in a dictionary and analyse how people use them, you find they can be separated into a certain number of sets or 'clusters'. The words in one cluster all have a b-r-o-a-d-l-y

similar meaning, but mean something different from the words in other clusters. And what psychologists have found again and again is that there are just five clusters. In other words, there are just five sets of words (including their opposites) which contain pretty much all of the words we might use to describe personality.



These are known as the 'Big Five'. We could simply call them Factor 1, Factor 2 and so on, but they have been labelled as follows:

- EXTROVERSION — the tendency to be outgoing, energetic and sociable
- OPENNESS — the tendency to enjoy variety, novelty, challenge and intellectual stimulation
- NEUROTICISM — the tendency to experience unpleasant emotions
- AGREEABLENESS — the tendency to be friendly, compassionate and cooperative
- CONSCIENTIOUSNESS — the tendency to show self-discipline and self-control

Each of these five factors is actually a sort of mega pair of opposites: extroversion v. introversion, openness v. closedness, neuroticism v. emotional stability, agreeableness v. hostility, conscientiousness v. spontaneity. For example, we find that there is one whole set of words which describe either aspects of extroversion ('outgoing', 'energetic') or its opposite, introversion ('shy', 'withdrawn').

It's as if everything we have to say about personality falls under one of these headings. This is one of the most robust findings to come out of decades of research into human personality.

Overall, personality is about nature interacting with nurture. Or to put it another way:

**Personality = Temperament + Character**

- Temperament refers to our inborn characteristics, our 'factory settings', how we are wired. Even at birth one can see individual variations on the human theme. Some infants, for example, are naturally timid while others are naturally bold.
- Character refers to our acquired characteristics, our 'custom settings', how we have learned to deal with life since we were born. Our character is also the sum of our virtues and vices. A person of good character, for example, has high integrity; a person of bad character does not. It helps to be a good judge of character.

It has been said that temperament is something we share with other animals, while character is, perhaps, uniquely human.

Nature and nurture are the two factors that determine human personality. First, the genetic code of a human being, which is unique and based on hereditary and other factors, will be an indicator of personality. For example, some very young babies will already clearly be "shy" or "extroverted". However, the personality of a baby will be vastly modified by a child's upbringing, and the way they are nurtured by his or her mother and father, or legal guardian.

### **Nature**

One example of the way nature affects a baby is brain disorders who are inherited, and which will affect personality. For example, psychological problems related to brain chemistry, such as schizophrenia, are believed to have a strong genetic component. These diseases will be present as mutated genes in a baby, and, over time, they will create behaviour problems that may manifest themselves as a child grows into adulthood. However, the way a child handles their genetic difficulties will be affected by the child's upbringing.

## **Nurture**

A child with a genetic disorder that affects personality will handle things better when they are loved, hugged, and well taken care of in the formative years. From babyhood, children require affection, warmth, intellectual stimulation, and respect in order to develop to their best possible potential. Children who lack nurturing in the formative years will suffer from issues, such as poor self-esteem, that affect their ability to socialize and make friends. Children who are overindulged may suffer from grandiose egos, and develop personality disorders, such as narcissism or sociopathy.

## **Determinants of Personality**

Personality does not evolve by a single factor. It is a mixture of a lot of things. Some of those factors are psychological, some are physical, some are biological and some are even hereditary.

Personality is the outcome of a continuous personal quality development process. The role of personality becomes clear in a particular situation. Personality is recognised in a situation. It is the result of personal quality interaction in a particular condition.

The factors that determine personality are myriad, but nature and nurture really are the fundamental building blocks of the personality. Everyone on the planet has an individual personality that is reflective of their genetics and upbringing; however, each person's free will is also a vital factor that will play a role in their overall happiness.

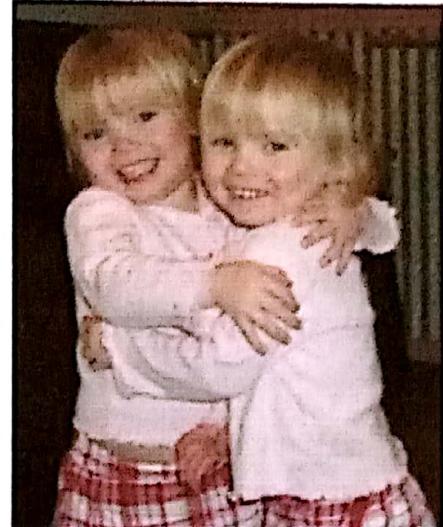
- Biological Factors
- Cultural Factors
- Family Factors
- Social Factors
- Situational Factors

### **Biological Factors**

Heredity: Heredity refers to those factors that were determined at conception. Physical stature, facial attractiveness, sex, temperament, muscle composition and reflexes, energy level, and biological rhythms are characteristics that are generally

considered to be either completely or substantially influenced by who your parents were; that is, by their biological, physiological, and inherent psychological makeup. The contribution of heredity to personality development is vividly clear for developing external appearance, behaviour, social stimuli, self inner awareness, organising traits, etc.

Perhaps, the most surprising and astonishing factor is the "Heredity Factor". Here is an example. **NOTE: This extract is being taken by the book "Essentials of Organizational Behavior - 10th Edition by Stephen P. Robbins, Timothy A. Judge and Seema Sanghi"**



This book says:

Researchers in my many different countries have studied thousands of sets of identical twins who were separated at birth and raised separately. If heredity played little or no part in determining personality, you would expect to find few similarities between the separated twins. But the researchers found a lot in common. For instance, one set of twins who had been separated for 39 years and raised 45 miles apart, were found to drive the same model and color car. They chain-smoked the same brand of cigarette, owned dogs with the same name, and regularly enjoyed vacations within three blocks of each other in a beach community 1,500 miles away.



This book also reveals a wonderful fact about the study of identical twins. It says:

Interestingly, the twin studies have suggested the parental environment does not add much to our personality development. In other words, the personalities of identical twins raised in different households are more similar to each other than to the personalities of the siblings they were actually raised with. Ironically, the most important contribution our parents may have made to our personalities is giving us their genes!

The above extract really adds to the knowledge, that Heredity IS really an important factor in the determinants of personality. Physical structure, facial attractiveness, gender, temperament, energy level, aggression, element of love are some of the most notable features that affect the interaction with others and thus formulate the personality, BUT these things themselves come from the '**Heredity Factor**'.

#### **Heredity:**

- It refers to physical stature, facial attractiveness, sex, temperament, muscle composition and reflexes, energy level, and biological rhythms are characteristics that are considered to be inherent.
- It plays an important part in determining an individual's personality.
- Heredity approach argues that the ultimate explanation of an individual's personality

is the molecular structures of the genes, which are located in the chromosomes.

• Recent research studies shows that young children lend strong support to the power

of heredity and finding shows that some personality traits may be built into the same

genetic code that affects factors like height and hair color.

### **Brain:**

Brain: Brain has a great impact on personality. The psychologists are unable to prove empirically the contribution of human brain in influencing personality. Father and children generally adopt the same type of brain stimulation. The differences are caused by environment. Electrical stimulation of brain (ESB) and split brain psychology (SBP) are the outcome of genetic transmission. They are helpful in moulding one's behaviour. ESB is used for motivating people towards better performances. Managers are trained to use SBP for mobilising employees for proper behaviour.

- Brain is the second biological approach to determine personality.
- It plays an important role in determining personality.
- Electrical Stimulation of the Brain (ESB) and Split brain psychology results indicates that a better understanding of human personality and behavior might come from a closer study of the brain.
- The definite areas of the human brain are associated with pain and pleasure. Research study shows that these things are true.

### **Physical Features:**

Physical Features: Perhaps the most outstanding factor that contributes to personality is the physical stature of an individual. An individual's external appearance is proved to be having a tremendous effect on personality. For example, the fact that a person is short or tall, fat or thin, handsome or ugly, black or whitish will undoubtedly influence the person's effect on others and in turn will affect the self-concept. A person's physical characteristics may be related to his approach to the social environment, to the expectancies of others, and to their reactions, to him. These in turn may have impact on personality development.

- It is third biological approach to determine personality.
- It is vital ingredient of the personality, it focus an individual person's external appearance which also determined the personality.
- Physical features like tall or short, fat or skinny, black or white. These physical features will be influenced the personal effect on others and also affect self concept of individual.
- Recent research studies shows that definitely this features influence to individual personality in an organization.

In totally, heredity would be fixed at birth and no amount of experience can be altering them through creation of suitable environment. Apart from this, personality characteristics are not completely dictated by heredity. There are other factors also influenced to determining personality.

### **Biofeedback:**

- Physiologists and psychologists felt that biological functions like brainwave patterns, gastric and hormonal secretions, and fluctuations in blood pressure and skin temperature were beyond conscious control. Recent research shows that these functions can be consciously controlled through biofeedback techniques.
- For this purpose, individual can learns the internal rhythms of a particular body process through electronic signals that are feedback from equipment which is wired to body.
- In this process, the person can learn to control the body process through questions.
- It is one of the interesting topics to do future research work in personality.

### **Cultural Factors**

"Each culture expects, and trains, its members to behave in ways that are acceptable to the group. To a marked degree, the child's cultural group defines the range of experiences and situations he is likely to encounter and the values and personality characteristics that will reinforced and hence learned". -Paul H Mussen

- Cultural factors are also major factors which influence to determine individual personality.

- It refers to traditional practice, customs, procedure, norms and rules and regulation followed by the society.
- It significantly influence to individual behavior compare to biological factors.

- Cultural factors determine attitudes towards independence, aggression, competition, cooperation, positive thinking, team spirit, and a host of the human being and discharge his/her duties towards valuable responsibilities to society.
- Western culture influence to Indian society. It is best example of the cultural factors also determine the personality.

### **Family Factors**

- Family factors are also major factors which influence to determine individual personality.
- Family consists of husband and wife and their children's.
- Family role is very important for nurturing and personality development of their children.
- Family will be guided, supervised, take care of all family members, cooperation, coordination and cooperation in work and also explained the role and responsibilities towards the family, society and real life.
- Family either directly or indirectly influence to person for development of individual personality.

### **Social Factors**

- Social factors are also major factors which influence to determine individual personality.
- It involves the reorganization of individual's in an organization or society.
- It refers to acquiring of wide range of personality by acquiring and absorbed by themselves in the society or an organization.
- Socialization process is starting from home and extending to work environment in an organization or society.
- It focuses on good relationships, cooperation, coordination and interaction among the members in the society or an organization or a family.

In totally, environment factors consist of cultural factors, family factors, and social factors.

### **Situational Factors**

- Situational factors also influence to determine of personality.
- Situational factors are very important to change the individual behavior in a different circumstance at different situations, it also influence to personality of

individual person.

- In general term, personality is stable and consistent and it does change in different situations.

The Interaction of Personality and Situational Factors are outlined:

- Strong situational pressures
- Personality may not predict behavior
- Example: enforcement of rules
- Weak Situational pressures
- Personality may predict behavior
- Example: Customer sales representative
- A strong situation can overwhelm the effects of individual personalities by providing strong cues for appropriate behavior.

### Cultural Factors:

The accepted norms of social behaviour are known as culture. Culture was traditionally considered as the major determinant of an individual's personality. The way in which people behave with others and the driving force of such functions are considered significant components of culture. The ideology of the culture is imitated by the following generations. The personality attributes of independence, aggression, competition and cooperation are the outcomes of cultural interaction.



**Religion:** Religion plays a significant role in shaping one's personality. Hindus have different personalities from those of Sikhs and Muslims. Children in Hindu societies learn from the very beginning about hard work and god-fearing attitudes. Christians are open, independent, and cooperative.

**Family:** Children learn from their parents, sisters and brothers. family is the first factor affecting personality development, after hereditary characteristics are endowed. Rich people have different personalities from those of poor. Children nurtured under a warm, loving environment are positive and active as compared to children neglected by their parents.

**Parental Influences:** The positive and negative personalities of children are dependent on their parents characteristics and mutual behaviour. Children develop negative personalities if their parents don't have good relationship. Proper parental guidance to children makes them active and efficient.

**Situation:** Situation further influences the effects of heredity and environment on personality. A individual's personality, while generally stable and consistent, does change in different situations. Different demands in different situations call forth different aspects of one's personality.

It has been observed that many arrogant and undisciplined employees become humble and disciplined in a particular situation. Those having a criminal background may become powerful and strong administrators, dominant politicians, etc.

**Socialization Process:** Socialization is process by which the individual infant acquires, from the enormously wide range of behaviour potentialities that are open to him at birth, those behaviour patterns that are customary and are acceptable according to the standards of his family and social group. Socialization process starts with initial contact between mother and her new infant. Later on other members of the family and social group influence the socialization process.

**Identification Process:** The identification process occurs when a person tries to identify himself with some person to whom he feels ideal in the family. First identification can be viewed as the similarity of behaviour between the child and model. Second identification can be looked in as the child motives or desires to be like the model. Third it can be viewed as the process through which the child actually takes on the attributes of the model.

**Home environment:** Total home environment is critical factor in personality development. For E.g. children with markedly institutional upbringing or children in cold unstimulating home have much greater potential to be emotionally

maladjusted than children raised by parents in warm and loving and stimulating environment.

**Family Members:** Parents and other family members have a strong influence on the personality development of the child. Parents have more effect on the personality development as compared to other members of the family.

**Social Groups:** Besides a person's home environment and family members there are other influences arising from the social placement of the family as the person is exposed to agencies outside the home, particularly the school, friendship and other work groups. Similarly socio economic group also affect personality.

**Cultural Factors:** Culture is the underlying determinant of human decision making. It generally determines attitude towards independence, aggression competition and co-operation. Each culture expects and trains its members to behave in the way that are acceptable to the group. To a marked degree the child's cultural group defines the range of experiences and situations he/she is likely to encounter and the values and the personality characteristics that will be reinforced and learned.

**Situational factors:** Apart from biological, sociological and cultural factors situational factors also determine personality development. Situation exerts an important press on the individual it exercises constraint and may provide push. This aspect is very important for organization behaviour because manager has control over the organizational situation

#### **Misconceptions And Clarifications:**

There are lots of misconceptions regarding the personality and personality development among the people, they are:

**Q&A** Personality is all about external appearance :

External appearance is one aspect of personality but it is not the only aspect. While personal grooming is important, the mental, emotional, and spiritual aspects of personality are also important. The 'inner being' and 'inner self' are the essential aspect of personality.

**Personality is limited to body language:**

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Body language has to supplement personality, "not replace" it. If you are a calm balanced person, your body language will automatically match your behavior not vice versa

Some people have a 'personality', some do not:

All of us have a personality. When we understand that personality is also about thinking, creativity, intelligence, adjustment to environment, we can break the myth that only 'macho males and beautiful females' have a personality. According to psychologists all of us have personality.

Personality = character :

Moral and ethical values of a person are also a part of his /her personality. But personality is not limited to only to these values, it extends beyond them. Similarly, a lot of times personality development is also understood in a very superficial, mechanical way. While workshops and training in personality do offer an insight into the 'what' and 'how' of personality development, they cannot serve as short cuts to achieve overnight personality development. The process of personality development is a life long one. It is an arduous process of

- Thinking and questioning
- Learning and growing
- Doing and experiencing
- Flexibility and adjustment
- Achieving maturity and happiness, success.

Our habits, hobbies, our goals and aims in life are shaping and reshaping our personality. Our values, Philosophy of life make us the person we are , experience, exposure, new learning are contributing to out personality make up. Communication skills, assertiveness, confidence, positive thinking is all factors that contribute towards the development of personality.

### **Developing positive personality**

**1. Subconscious Programming:** Most of us sometimes get programmed / conditioned by a wrong messages that "donot do that", "don'ttake the risk", "you can not do that" you are not good in ..and so on...You can imagine the bad effect

such message can have on any person. Our Conscious Mind is like a watch man. And the Subconscious Mind is a store of all the previously programmed or conditioned information / knowledge/ believes. Now programming personality means putting positive believes/ information into the store with out the knowledge of the watchman (conscious mind). Suppose you tell yourself that "you are good at Public Speaking". And the store has stored based on peoples comments and experience that "you are poor in communication" "you can not speak well in public", "you don't have an impressive body language" ... The watch man sees your sentence and compares it with the knowledge in its store and says "this information is wrong". The watchman throws the new information away. He does not allow the new positive information into the store. This is the fundamental difficulty in changing personality & behavior of a person. Now the question is how and when we could programme our mind for positive personality trait with out the obstruction of watchman.. The answer is we can programme our mind for positive personality traits during the Twilight period just before sleeping and just before waking up. This is the time when the conscious mind is active enough to generate the positive traits for entering into store but inactive to judge/compare and will not obstruct to the positive traits to enter into the subconscious store house.

**2. Reinforced Programming / Conscious Programming:** Autosuggestion and Repetition of the positive traits despite negative response from comparison with the store house also gives success in programming for personality traits. Auto-suggestion is a statement made in the present tense, of the kind of person you want to be. Auto-suggestion is like a commercial about "Super you", or "Future Super you" for yourself what you want to be or achieve. They influence both your conscious and subconscious mind in the long run shaping your personality and attitude. Auto-suggestions are the conscious way to programme the subconscious mind for positive traits. It is the effective method of voluntary development of positive traits and attitudes. Auto-suggestion should be mixed with emotions. All such reinforced / conscious programming which have been emotionalized (giving feeling) and mixed with applied faith, begin immediately to translate themselves into physical or real equivalent. Auto-suggestive thoughts which are mixed with any of the feeling of emotions constitute a "psycho-magnetic" force which attracts other similar or related thoughts.

## The Need for Personality Development

1. The need to develop one's personality satisfies the urge to survive and be creatively productive in a society. We human beings live in societies that are made up of other individuals also. Living is survival. World is always competitive. As said by Charles Darwin, only the fittest can survive in a highly competitive world. Personality development increases the possibilities of survival. Survival depends on the tools of personality. The complexity of society places the demand for efficient use of the tools. The tools of personality are effective strategies like diplomacy, will, the many intelligences, emotions, cooperation, empathy, good mannerisms etc.
2. The tools of personality are what the environment with the organism produces. The effective development of such tools enables the person to meet the challenges of society. A person whose personality is not developed cannot meet the challenges of society. Such a person succumbs to the pressures and gets pushed around. The success and failure of a person in society depends on the success and failures of his fellow human beings. Anyone with better strategies is sure to win the race.
3. Nature can only give us the biological equipment. It is up to us to use it and make it function to protect, develop and maintain the organism. How you look, walk and talk says a lot about your personality, if you don't take the time or make the effort to improve on your natural biological gifts, you will score a negative impression the first time round itself.
4. Through learning we make the body-mind complex adopt different strategies to cope up with the pressures and demands of society. Learning results in change of behavior. Behavioral changes enable the organism to protect and maintain itself. Personality development as behavioral development thus becomes very essential. This learning does not just end with a course, it is a constant process. The more you learn and the more you change for the better, will help you climb the ladder of success.
5. Personality development lies parallel to social and cultural development. That is why we need to develop our personalities in accordance with the current social and cultural development. Greater the disparity between

one's personality and his social conditions, greater is the need for personality development.

6. For every individual to survive needs them to carve a spot for themselves in life. This spot could be a positive or a negative one. When you take work and develop your personality you will surely create a positive impression and thus will give you a positive spot in life. One who learns and adopts the best that Why is personality development important?

Personality development plays a significant role in three most important aspects of our life:

- 1) Social Relationships
- 2) Family Relationships
- 3) Professional Relationships

### **Social Relationships**

Human being is a social animal. Acceptance from friends and society are very important for an individual, unless you are strong enough, not to care about others. However, at some point or the other, you do feel aloof and ignored. An individual with attractive personality has charisma, with magnetic power, to draw people towards him and make them know what he wants. Who doesn't feel great when you are recognized and accepted by the society? If you are shy and timid that shows lack of confidence in your personality.

### **Family Relationship**

The home environment is warm and pleasant when a family member has vibrant and positive personality, full of fun and happiness. It's the pleasure and laughter that makes the home atmosphere to live on. The way you interact with your partner or parents or children, speak a lot about your character. A weak relationship shows lack of confidence and trust. If your family relationship is not strong, that shows in your other relationships as well.

### **Professional Relationship**

Meeting deadlines, maintaining good relations with your boss, punctuality are some of the challenges that an individual has to face in the office. It's not the number of challenges that matters. What matters is how you cope and balance

these challenges to benefit your job. If you get frustrated on simple matters, you would easily give up. Personality Development plays such a significant role in organizations today, that you will find Personality Development Training Courses for all employees, to develop their skills and raise their motivation level. With right personality and skills, it becomes easier to interact with clients, colleagues and bosses. And also helps to face the challenge with positive approach.

### **Approach for Personality Development**

First step towards that perfect personality is to be honest to yourself. You need to analyze yourself and evaluate your existing personality. This will help you understand your shortcomings. Some important features of personality development are as follows:

- Cleanliness
- Honesty
- Unselfishness
- Courteous
- Respect
- Good Health
- Kindness
- Confidence
- Open Mindedness

It is not easy to train yourself and achieve above features in a day or two. You need to work hard. Take each quality one at a time and try to practice it in your daily life.

Any personality is first judged by its physical appearance, so cleanliness, your dressing style, the way you walk, how you groom etc is very important. 80% of your physical appearance can be improved just by a good posture. If you walk straight with your head held high, you automatically develop grace in your movement.

Nobody in this world is perfect. But if you wish to grow in your life, you need to make yourself shine by polishing your character and behavior. Remember, only practice can make a man perfect and help in transforming a personality into the one that can succeed in every aspect of a life.

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### **Skills acquired by PDP Games:**

1. Communication skills
2. Behavioral skills
3. Interpersonal skills
4. Memory skills
5. Interactive skills
6. Team building skills
7. Conflict management skills
8. Problem solving skills
9. Decision making skills
10. Analytical skills
11. Participative skills
12. Presentation skills
13. Innovating skills

### **Practicals**

1. ICE Breaking – Forming teams Coursewise/Areawise – form teams
2. Name Game/team game

## UNIT II - SELF-AWARENESS AND SELF MOTIVATION

### **Introduction**

Motivation is, as the word itself suggests, a motive for action. Motivation is, basically, the reasons for what you do. You can do the wrong things for the right reasons and the right things for the wrong reasons, but motivated persons do the right things for the right reasons.

A vision that motivates is the standard constant for success across all social classes and/or lifestyles. It does not matter how many years a person spent in classrooms, a motivating vision is the common denominator for achievement. President Abraham Lincoln never went to school; he became President because he had a vision that motivated him. In addition, his vision was so powerful that it motivated everyone around him and that energy motivated the country.

As children we dream and play make-believe but as we grow older, we are instructed to stop dreaming and face reality. Education is given top priority while dreams are declared to be low priority. Yet, there has never been an achievement that did not begin with a dream. There has never been success without many failures. During the dreaming stage, one is alone with his seemly impossible ideas. When talking about ideas, the first reaction is... "That's crazy?" Remember that all great inventors and achievers go through this phase, especially during the failure days. After a few successes everyone will support any idea you have. It takes persistence to find what works. Only you realize your ideas have possibilities, others will not realize possibilities until you prove them to be of value.

**Visions and Lifestyles :** People who have a vision control their destiny and lifestyle. For people without a vision, their destiny and lifestyle is controlled by others. We become what we think about all day. To change our lifestyle we must change our thinking habits. We change our thinking habits by focusing on desired goals.

**Develop a Dream :** Is daydreaming a form of education? Does daydreaming bring opportunity? If dreams are the beginning of opportunity, don't they have value? Dreams are more valuable than money, because dreams find opportunity. Money FIRST does not fulfill dreams, it can kill them. Seek your dream, money will follow. Money is not a goal, it is a reward ONLY for personal achievement.

**Setting Goals:** Success on achieving goals is dependent on two elements.

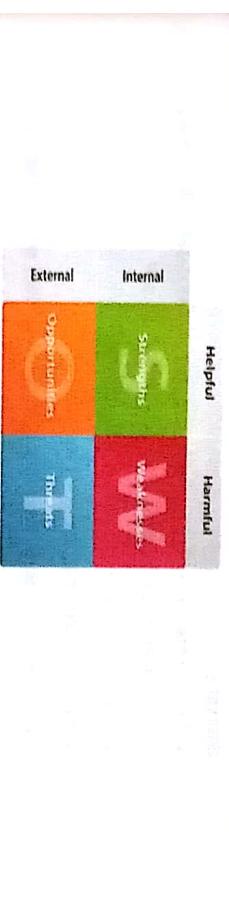
**Perseverance** The common argument for failure is "I lost interest or I didn't have enough money." While true, neither one is valid. Motivation depends on many factors with the primary factor being the power of your dreams. Money is one of the barriers that can be overcome. Achievement requires developing attitudes/habits that keep you on track.

**Overcoming Failure :** Failure is a learning tool. Thomas Edison failed a thousand times before he invented the light bulb. Failure is trying to do things others have not considered. It is a temporary by-product of creativity. It is challenging the learning process. "We first make our habits, then our habits make us." John Dryden.

#### **Self Analysis through SWOT and Johari window**

**SWOT analysis** is a strategic planning method introduced by Albert Humphrey and it is used to evaluate the Strengths, Weaknesses/Limitations, Opportunities, and Threats involved in any project or activity. It involves identification of the internal and external factors that are favorable and unfavorable to achieve that objective. Setting the objective should be done after the SWOT analysis has been performed. This would allow achievable goals or objectives to be set for activity / organization. Identification of SWOTs is essential because subsequent steps in the process of planning for achievement of the selected objective may be derived from the SWOTs. Users of SWOT analysis need to ask and answer questions that generate meaningful information for each category (strengths, opportunities, weaknesses, and threats) in order to maximize the benefits of this evaluation and find their competitive advantage.

S.



- Strengths: characteristics of the project team that give it an advantage over others
- Weaknesses (or Limitations): are characteristics that place the team at a disadvantage relative to others
- Opportunities: external chances to improve performance in the project
- Threats: external elements in the environment that could cause trouble *do more*

You are most likely to succeed in life if you use your talents to their fullest extent. Similarly, you'll suffer fewer problems if you know what your weaknesses are, and if you manage these weaknesses so that they don't matter in the work you do. So how you go about identifying these strengths and weaknesses, and analyzing the opportunities and threats that flow from them? SWOT Analysis is a useful technique that helps you do this. What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career.

### **How to Use the Tool ?**

- perform a personal SWOT analysis, print out our free worksheet, and write own answers to the questions in each area below.

### **Strengths**

- What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
- What do you do better than anyone else? ✓
- What personal resources can you access? ✓
- What do other people (and your boss, in particular) see as your strengths? —
- Which of your achievements are you most proud of? ✓
- What values do you believe in that others fail to exhibit? ✓
- Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can.

And if you have any difficulty with this, write down a list of your personal characteristics. Some of these will hopefully be strengths! You can also learn more about identifying your strengths in our article on "Your Reflected Best Self™".

Think about your strengths in relation to the people around you. For example, if you're a great mathematician and the people around you are also great at math, then this is not likely to be a strength in your current role – it may be a necessity.

### **Weaknesses**

- What tasks do you usually avoid because you don't feel confident doing them? ✓
- What will the people around you see as your weaknesses? —
- Are you completely confident in your education and skills training? If not, where are you weakest?
- What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)?
- Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.

Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see? Do co-workers consistently disappoint you in key areas? Be realistic — it's best to face any important truths as soon as possible.

#### Opportunities

- What new technology can help you? Or can you get help from others or from people via the Internet?
- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?
- What trends (management or otherwise) do you see in your company, and how can you take advantage of them?
- Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes?
- Is there a need in your company or industry that no one is filling?
- Do your customers or vendors complain about something in your company? If so, could you create an opportunity by offering a solution?

You might find useful opportunities in the following:

- Networking events, educational classes, or conferences.
- A colleague going on an extended leave. Could you take on some of this person's projects to gain experience?
- A new role or project that forces you to learn new skills, like public speaking or international relations.
- A company expansion or acquisition. Do you have specific skills (like a second language) that could help with the process?

Also, importantly, look at your strengths, and ask yourself whether these open up any opportunities — and look at your weaknesses, and ask yourself whether you could open up opportunities by eliminating those weaknesses.

## Threats

- What obstacles do you currently face at work?
- Are any of your colleagues competing with you for projects or roles?
- Is your job (or the demand for the things you do) changing?
- Does changing technology threaten your position?
- Could any of your weaknesses lead to threats?

Performing this analysis will often provide key information – it can point out what needs to be done and put problems into perspective.

### **SWOT as a personal tool**

SWOT analysis has been widely used as a problem-solving and project-planning tool. It can help you to focus on key issues of relevance to the project in hand. However, the SWOT method can also be used in a personal context. When used in this way it can show us how to take full advantage of pupils' talent and abilities. It can help to uncover new learning opportunities and eliminate perceived threats in the learning environment.

#### **How do I apply SWOT analysis for students?**

You might want to explore ways in which you can personalised learning and develop differentiation in the classroom. Consider this with your pupils by asking them questions in terms of four areas:

**Strengths** What are your personal strengths and the resources available to you?

**Weaknesses** In what areas could you improve?

**Opportunities** What are the opportunities in school that you enjoy? What possibilities can you see for developing your learning?

**Threats** What are the obstacles or barriers that you face? Do they present threats to your learning?

Brainstorm these ideas with your students (ensuring that their privacy is respected). It doesn't matter about the order of the thoughts as it is more important to map their ideas, record them on paper and use this as a springboard for discussion and development.

Once students have got their strengths, weaknesses, opportunities and threats worked out, they can begin to consider if the strengths and opportunities outweigh the weaknesses and threats. They may see that there is an immediate threat that means the idea is not viable. Try to get them to think a little deeper to see if the idea can be changed in some way to minimise this threat. It is easy to design a simple worksheet for this purpose.

SWOT analysis can also be used at a personal level with students, as well as to examine an idea presented in the context of a lesson as discussed above.

A list of strengths and weaknesses for an individual pupil is gathered using this worksheet and the sections on opportunities and threats can be used to highlight the implications of this for teaching and learning. This tool can work well with a whole class. It is particularly useful if you have time to sit down with one pupil and talk to them about their thoughts and complete it together. I would then have a discussion with the pupil to talk about adjustments that the student can make as well as those that I could make as the teacher.

Here are some questions you could explore with your students:

**Strengths:** What am I good at? What do others think I am good at? What do I enjoy doing? What areas am I competent in that are not just subject specific? (Think in wider terms of emotional and social intelligence too.) What subjects do I get good marks in? Are there particular learning styles that I lean towards?

**Weaknesses:** Are there any specific subjects, skills or areas that I am weaker in including multiple intelligences and emotional literacy? Do I have any specific learning difficulties, eg dyslexia? (Write a break-down with specific key words of three areas that are most challenging for the student - don't try to fit in too many.)

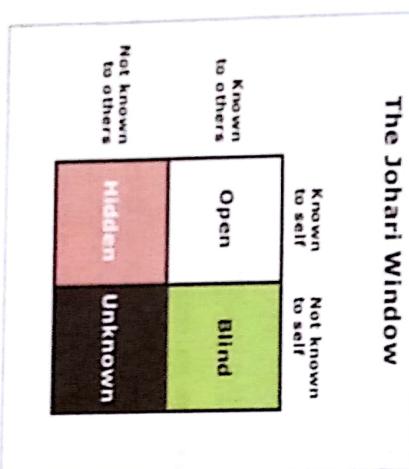
**Opportunities:** How can I use my strengths to overcome my weakness? What strategies could I devise or use to appeal to my strengths and compensate for my weaknesses. What motivates me? How could I (or my teacher) make small adjustments to help me learn more effectively?

**Threats:** What makes me feel uncomfortable in class? What hinders me or stops me from learning? What de-motivates me?

## Johari Window

Self Disclosure is a term that is used to refer to the information we share about ourselves with others. This information comes in all forms, from life experiences to personal circumstances, to feelings or reactions we have experienced, to sharing dreams and opinions. A key part of what it means to "self-disclose" is that the information we share with someone else is honest, real and genuine. In other words, putting on a social mask or presenting just our good side is not self-disclosure. We can think about personal information in a number of ways. The **Johari Window** offers one way of looking at different aspects of ourselves.

### The Johari Window



The Johari Window is a large square divided into 4 quadrants. Each quadrant represents a different kind of personal information.

Look at the top left quadrant, the one with the word **Open** in the middle. That quadrant represents the information that we know about ourselves and that also is obvious to others. For example, when you see someone you absorb all kinds of important information about them their gender, approximate age, skin colour, if they appear to be fit and healthy or not. You might also notice if they are wearing a wedding band, which might mean that they are in a committed relationship. If you talked with them, you might be able to determine if English is their first language, or even if they are from the prairies or somewhere else in Canada. All of this is information for which there is no privacy at all. Simply in the way we look, how we speak, what we wear lets others know something about ourselves.

The quadrant labelled **Hidden** represents personal information that is known only to us: our life experiences, our thoughts, feelings, dreams... all of that information is within you and it is this information that we share with others. We're always making decisions about how much of this information we disclose to others. For example, you probably share much more of your "Twitter" information with your partner or a close friend than you do with a colleague, and likewise, more with a colleague than you would with a new acquaintance. This hidden aspect of ourselves is the piece we're focussing on when we talk about self-disclosure. But, the other quadrants are also important, because they also tap into personal information that influences relationships.

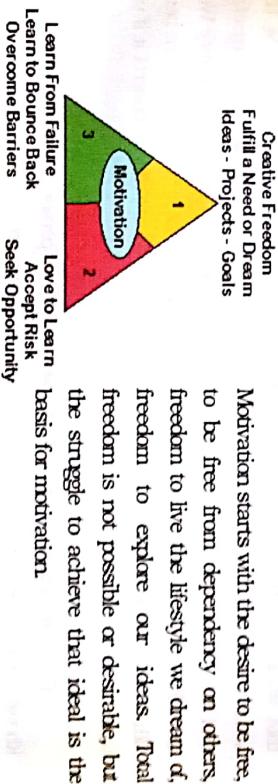
The quadrant labelled **Known** refers to information that others know about us, but that we don't know about ourselves. That may seem funny. You might be asking yourself: "How could someone know stuff about us that we don't know?" If you think about it, you will realise that it happens all the time. Others pick up information about us that is blinded to us. For example, a colleague may point out to you that you drum your fingers on your knee when you're bored in a meeting. That could come as a surprise to you. If you were not aware that you did that, then that would fall into the category of **Known** information. Now that you know that about yourself, you will probably notice it the next time you're sitting in a meeting and drumming your fingers because you are now aware of it. Does it matter? Well, actually, it does matter because knowing that means that it has shifted from being **Known** information to being **Hidden** information and you are able to control it if you wish.

The last quadrant titled **Unknown** refers to personal information that is known to no one—not even ourselves. It is information that is outside of our awareness but still may affect how we think, feel, and behave. Sometimes this type of information is called unconscious material, and what this means is that we can't get conscious access to it. Some psychologists believe that everything that happens to us, indeed, all of our experiences somehow shape us. But, we are not always able to remember those things, especially the experiences we had in infancy or before we developed language and sophisticated thought. So that information gets stored in our memories and we don't realise that it is even there. You might want to think of this as the mystery piece that may shape or influence who we are as individuals.

### Some Adjectives that can be used in Johari Window

- able
- extroverted
- mature
- self-assertive
- accepting
- friendly
- modest
- self-conscious
- adaptable
- giving
- nervous
- sensible
- bold
- happy
- observant
- sentimental
- brave
- helpful
- organized
- shy
- calm
- idealistic
- patient
- silly
- caring
- independent
- powerful
- smart
- cheerful
- ingenious
- proud
- spontaneous
- clever
- intelligent
- quiet
- sympathetic
- complex
- introverted
- reflective
- terse
- confident
- kind
- relaxed
- trustworthy
- dependable
- knowledgeable
- religious
- warm
- dignified
- logical
- responsive
- wise
- energetic
- loving
- searching
- witty

### Three Elements of Motivation



Learn From Failure  
Learn to Bounce Back  
Overcome Barriers  
Seek Opportunity

### Motivation is built on three basic elements:

1. Motivation starts with a need, vision, dream or desire to achieve the seemingly impossible. Creativity is associated with ideas, projects and goals, which can be considered a path to freedom.

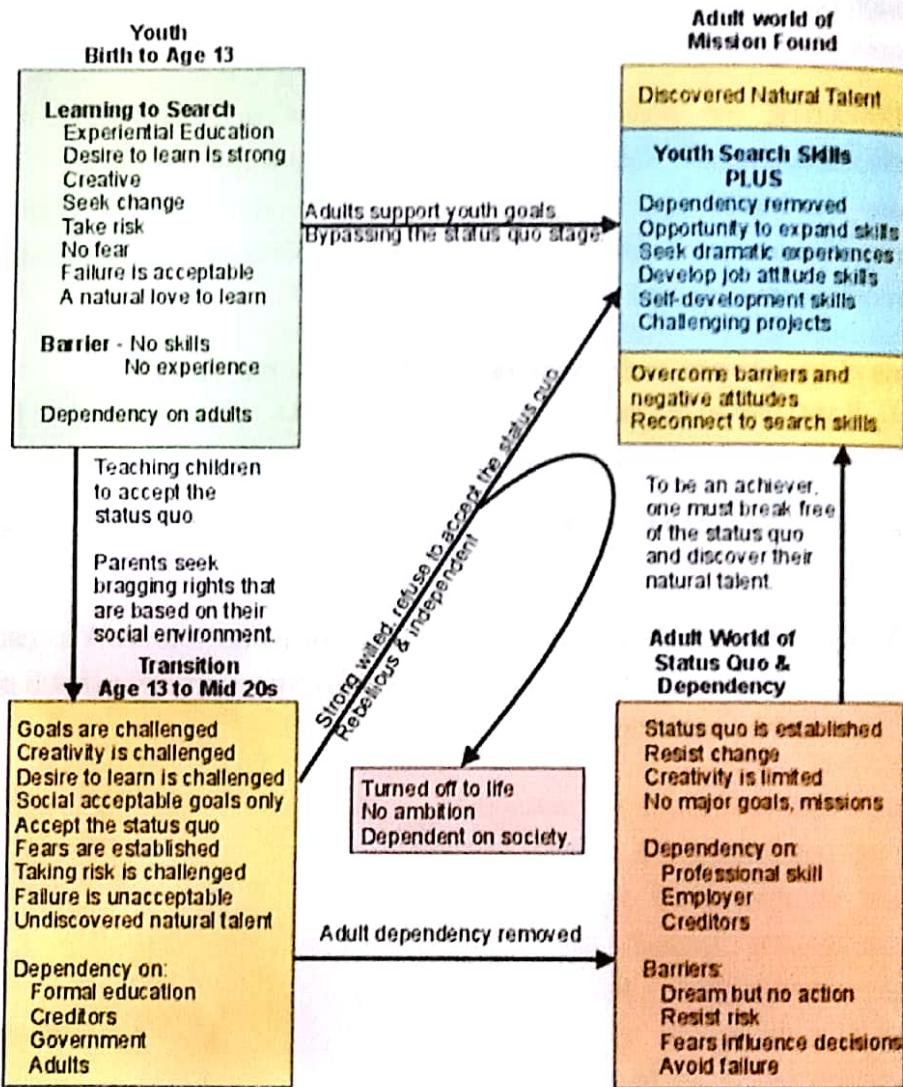
2. Develop a love-to-learn, become involved with risky ventures and continually seek new opportunities. Success is based on learning what works and does not work.

3. Developing the ability to overcome barriers and to bounce back from discouragement or failure. Achievers learn to tolerate the agony of failure. In any worthwhile endeavor, barriers and failure will be there. Bouncing back requires creative thinking as it is a learning process. In addition, bouncing back requires starting again at square one.

**A loss of any one part and motivation is on the rocks. For example:**

1. If you like to be creative and love to learn but cannot face up to failure, you will not go back and try again. Persistent is associated with bounrcing back.
2. If you have a unique idea but don't like taking risks, ideas is all you will ever have.
3. There must be something in your life that turns you on. You can start by analyzing the lifestyle of your dreams. Remember, money is not a goal, it is a reward for achieving a goal.

## The Search for Life's Mission



### Seven Rules of Motivation

**Set a major goal, but follow a path.** The path has mini goals that go in many directions. When you learn to succeed at mini goals, you will be motivated to challenge grand goals.

**Finish what you start.** A half finished project is of no use to anyone. Quitting is a habit. Develop the habit of finishing self-motivated projects.

**Socialize with others of similar interest.** Mutual support is motivating. We

will develop the attitudes of our five best friends. If they are losers, we will be a loser. If they are winners, we will be a winner. To be a cowboy we must associate with cowboys.

**Learn how to learn.** Dependency on others for knowledge supports the habit of procrastination. Man has the ability to learn without instructors. In fact, when we learn the art of self-education we will find, if not create, opportunity to find success beyond our wildest dreams.

**Harmonize natural talent with interest that motivates.** Natural talent creates motivation, motivation creates persistence and persistence gets the job done.

**Increase knowledge of subjects that inspires.** The more we know about a subject, the more we want to learn about it. A self-propelled upward spiral develops.

**Take risk.** Failure and bouncing back are elements of motivation. Failure is a learning tool. No one has ever succeeded at anything worthwhile without a string of failures.

#### **Techniques and strategies for Self - Motivation**

One of the hardest parts of accomplishing your goals in life whether they be completing your studies, finding out a suitable carrier, has to be finding the motivation to start it up and to keep it going every day. Once you have the momentum going everything else can just fall in place, but getting that momentum going can be a challenge. To an extent it really depends on how badly you want to achieve your goal. You can listen to as many motivational strategies as you want, but if you don't want to achieve your dreams bad enough it is still going to be hard to get out of bed and run a mile every morning, start writing your own book, or accomplish whatever it is you set out to accomplish.

You need to desire it because you love doing it and you know the benefits that it can give you. If you have that desire here are some motivational strategies to help pull yourself along when you feel like dragging your feet and guide you on the path to success.

**Stay Active :** When you stay active and build up some momentum it is easier to keep that momentum going then if you try to suddenly switch your body from the "couch potato stage" to the "let's get motivated stage". Our bodies adapt to what we do and how we live our lives. If we don't put any effort into life our body wants to keep not putting any effort into life. If we are active and put in a lot of effort into our life then our body wants to keep pushing the limits and keep and doing and achieving more.

**Hang Around With Motivated People :** Your motivation is the average of the 5 people you spend the most time with. Call it peer pressure if you like, but motivated people help other motivated people stay motivated. If you want to get in shape than finding other people who are motivated and especially other people who are motivated about getting in shape is one of the best motivational strategies you can do. As a team you can help each other stick with your goal and get better results than if you had simply gone it alone.

**Have a Goal:** Sometimes it can be hard to do things that seem boring or complicated. It is so easy to just put them off until tomorrow instead of dealing with them now (even if we secretly know that tomorrow never comes). One way to deal with this is to start creating your life plan and have a goal. "Strong, deeply rooted desire is the starting point of all achievement." Napoleon Hill. When you have a goal that you really want to achieve it is easier to motivate yourself to get cracking. Even if you are not motivated by the process you can be motivated by the final results.

**Let Others Know Your Goal:** We all want to appear smart, talented, and gifted in front of other people. Nobody wants to have others see them as a failure. When you create your goal the next thing you can do is to let others know about it. Tell everyone that is close to you what you plan on doing and how you plan on doing it. Ideally you want to tell someone who will understand and support your goal. But if you can't find someone who will support your goal then tell somebody who won't so at least you can prove them wrong. By letting others know your intentions you know that other people are watching you and are holding you accountable for your goals. This way you are more likely to stay motivated to prove to others that you are not a failure and that you are a man of your word.

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**Get a Role Model:** Find someone to look up to who has already achieved what it is you aspire to achieve. When you have a role model you have a standard to compare yourself with. It helps you grow and it gives you hope because you know what the light at the end of the tunnel looks like. You can see with firsthand experience that your future is bright as long as you do the same things that your role model did. As you learn more about your role model it also helps you to keep moving because you will find that they have also faced many of the same challenges you are facing and have come out ahead. If they can achieve their goals in life, so can you.

**Realize That We All Have Bumps In The Road:** Everybody hits bumps in the road. The greater your goals are the bigger those bumps will be. But these bumps do not have to defeat you. To be successful you have to realize that bumps in the road are just that. They will not stop you from your goal as long as you are motivated enough to keep pushing forward and doing what you can to achieve your goal. "Fall down 7 times, Stand up 8." Chinese Proverb. Although it may be hard it is better to just look at mistakes and failures as learning experiences instead of as a representation of your past. Know that everyone hit's bumps in the road; it is how you handle those bumps which sets you apart from the rest and put you on the road to success or failure.

**Read Motivational Quotes:** Another thing you can do is to read motivational quotes about life. There are billions of people who have gone through this thing called life before you, many of which have left us with some great wisdom about how to achieve success and find yourself. Reading motivational quotes can inspire you and get you ready to take action. I would even go so far as recommending you get yourself a favorite quote which you can look at every time you need to feel motivated to get up and take action. Motivation will come sooner or later and if I just start taking action and staying active it will be easier to keep it going and the motivation will come.

**Take Elite Sized Pieces:** If you try to do too much too fast then you will burn yourself out or you will make so much work for yourself that it will be hard to even get started. It is much better to simply take bite sized pieces and go after your goals little by little then it is to try and do everything at once. If your goal is to run 5 miles a day don't start out trying to run 5 miles a day unless you have already had a lot of running experience. Instead try running 1 mile a day, once you get used to that

go for 2 miles a day, then 3, then 4, and finally 5. Taking bite sized pieces can help you see success after success and get a sense of accomplishment. This sense of accomplishment can propel you to achieving more of your goals because you have seen yourself accomplish past goals and you know you are capable of great things.

**Do The Hardest Thing First:** Sometimes we procrastinate simply because we do not want to do the hardest thing on our list. When we have something that we just don't want to do all of these motivational strategies can go out the window. Even if you are still able to motivate yourself that energy will be put into pointless things that give you a false sense of accomplishment, but really doesn't help you to reach your goal. When you have something you don't want to do, it is exactly what you need to do first. Instead of postponing it all day think of how much more you will accomplish if you get rid of it first and then go after all of the easier tasks.

**Make It Fun:** No matter what you have to do you should be able to make it fun. After all if we enjoy what we are doing it is a whole lot easier to keep doing it. These are some of the best motivational strategies that people have come up with. How do you motivate yourself?

#### MOTIVATION CHECKLIST AND GOAL SETTING – principle of SMART.

1. Set **goals**. Be sure they are realistic and achievable. Make them small to start.
2. Establish **rewards** for progress toward your goals.
3. Expect set-backs and when they happen, re-direct and renew your energy toward your goals. **Don't give up.**
4. Use the power of **positive thinking** and believe in yourself. Overcome discouragement.
5. Tell others what you are trying to accomplish and **seek support** from loved ones.
6. Learn to **say no** to options and distractions that deter you from your goal.
7. Establish routine and regular exercise; meditation, prayer or yoga, which will help you to **cultivate discipline**.
8. Use **positive imagery** to help you achieve your goals. Imagine yourself as you will be and feel when your goal is achieved.
9. Spend time **reflecting** or talking to others about what has stopped you from achieving your goals in the past.

10. Post reminders and **inspirational quotes** in prominent places about what you want to achieve.
11. Get **professional help** and support to overcome physical or mental roadblocks (depression and anxiety are just two examples)
12. Practice extreme **self care**. Good health is essential to positive thinking and feeling, which will take you a long way toward achieving your goals.



When we go ahead for the goal setting, it is always better that we remember the SMART principle.

The success or failure of our activity or project mainly depends

### Self motivation and life

#### Self Motivation Tips.

You may already know that self improvement and motivation are important components to feeling successful and content. However, just knowing that doesn't make it any easier to be motivated! If you feel that you're having trouble properly motivating yourself, these self motivation tips will get you moving.

1. Avoid just going through the motions. One reason you may find it difficult to perform everyday tasks is that you get bored. Of course you're going to try to avoid something that you find tedious! You can combat this mentality by adding some depth to your thinking while you're engaging in tasks you dislike. • Brainstorm ways that you can complete the task in a more efficient manner. Then you can compete with yourself to see how quickly you can complete the task in the future.

The quicker you get it done, the sooner you can move on to bigger and better things!

2. Get spiritual. Don't be afraid to get in touch with your spiritual side. Many people find it highly motivating! When you discover some answers to life's tough questions, it brings you clarity, and you may be more likely to work harder to achieve your desires.
3. Set a goal. You might lack motivation because you don't have a goal. If you aren't even sure what you're working towards, you'll have difficulty finding motivation. • If you have a large goal, break up the goal into a series of small, achievable tasks and set each task as a separate goal. This helps you stay enthusiastic because you're constantly achieving your goals. You can see the results of your hard work!
4. Hold yourself accountable. In order to ensure that you don't stray from your chosen path, evaluate your progress every week or even every day. How you can do better the next week. • If you find that it's difficult to keep yourself accountable, don't be afraid to ask for help. You may enjoy having others check up on you to make sure you stay on task. Using a life coach for motivation and accountability is a great option for a lot of people.
5. Think positive thoughts. Negative thinking and lack of motivation go hand in hand. You can increase your motivation by concentrating on eliminating your negative thinking patterns. Replace negative feelings with optimism and positive thoughts and images. • When you catch yourself feeling down, make an extra effort to seek the silver lining. It's always there. If you take the time to look hard enough, you'll find it.
6. Make a change. If you think you've tried everything and you still can't get motivated, perhaps you should consider a life change. Maybe there's a reason why you're feeling this way. • If you don't feel motivated to work toward your major life goals, consider some alternatives that may be more in line with your true desires. • If you're having trouble finding incentive for everyday chores, see if you can find a way to hire some help. Always keep in mind that "the time is now." Put procrastination into your past and you'll feel happier and more accomplished at the end of the day, instead of stressed out or regretful. When you're motivated, life is more fulfilling.

## **IMPORTANCE OF SELF ESTEEM**

Self-esteem is a term in psychology to reflect a person's overall evaluation or appraised of his or her own worth. Self-esteem encompasses beliefs (for example, "I am competent", "I am worthy") and emotions such as triumph, despair, pride and shame. "The self-concept is what we think about the self; self-esteem, the positive or negative evaluation of the self, is how we feel about it. A person's self-concept consists of the beliefs one has about oneself; one's self-perception, or, as Hamlyn expresses it, "the picture of oneself". Baumeister (1997) described self-concept as totally perception which people hold about him / herself . It is not the "facts" about one-self but rather what one believes to be true about one-self (Sarah Mercer). Synonyms of self-esteem include: self-worth, self-regard, self-respect and self-integrity.

Self-esteem is all about how much we feel valued, loved, accepted, and thought well of by others — and how much we value, love, and accept ourselves. People with healthy self-esteem are able to feel good about themselves, appreciate their own worth, and take pride in their abilities, skills, and accomplishments. People with low self-esteem may feel as if no one will like them or accept them or that they can't do well in anything. We all experience problems with self-esteem at certain times in our lives — especially during our teens when we're figuring out who we are and where we fit in the world. The good news is that, because everyone's self-image changes over time, self-esteem is not fixed for life. So if you feel that your self-esteem isn't all it could be, you can improve it.

Before a person can overcome self-esteem problems and build healthy self-esteem, it helps to know what might cause those problems in the first place. Two things in particular — how others see or treat us and how we see ourselves — can have a big impact on our self-esteem. Parents, teachers, and other authority figures influence the ideas we develop about ourselves . Obviously, self-esteem can be damaged when someone whose acceptance is important (like a parent or teacher) constantly puts you down. But criticism doesn't have to come from other people. Some teens also have an "inner critic," a voice inside that seems to find fault with everything they do. Over time, listening to a negative inner voice can harm a person's self-esteem just as much as if the criticism were coming from another person. Some people get so used to their inner critic being there that they don't even notice when they're putting themselves down. Unrealistic expectations can also affect someone's self-esteem. People have an image of who they want to be (or

who they think they should be). Everyone's image of the ideal person is different. For example, some people admire athletic skills and others admire academic abilities. People who see themselves as having the qualities they admire — such as the ability to make friends easily — usually have high self-esteem. People who don't see themselves as having the qualities they admire may develop low self-esteem. How we feel about ourselves can influence how we live our lives. People who feel that they're likable and lovable (in other words, people with good self-esteem) have better relationships. They're more likely to ask for help and support from friends and family when they need it. People who believe they can accomplish goals and solve problems are more likely to do well in school. Having good self-esteem allows you to accept yourself and live life to the fullest.

### Steps to Improve Self-Esteem

If you want to improve your self-esteem, here are some steps to start empowering yourself:

**Try to stop thinking negative thoughts about yourself.** If you're used to focusing on your shortcomings, start thinking about positive aspects of yourself that outweigh them. When you catch yourself being too critical, counter it by saying something positive about yourself. Each day, write down three things about yourself that make you happy.

**Aim for accomplishments rather than perfection.** Some people become paralyzed by perfection. Instead of holding yourself back with thoughts like, "I won't audition for the play until I lose 10 pounds," think about what you're good at and what you enjoy, and go for it.

**View mistakes as learning opportunities.** Accept that you will make mistakes because everyone does. Mistakes are part of learning. Remind yourself that a person's talents are constantly developing, and everyone excels at different things — it's what makes people interesting.

**Try new things.** Experiment with different activities that will help you get in touch with your talents. Then take pride in new skills you develop.

**Recognize what you can change and what you can't.** If you realize that you're unhappy with something about yourself that you can change, then start today. If it's something you can't change (like your height), then start to work toward loving yourself the way you are.

**Set goals.** Think about what you'd like to accomplish, then make a plan for how to do it. Stick with your plan and keep track of your progress.

**Take pride in your opinions and ideas.** Don't be afraid to voice them.

**Make a contribution.** Tutor a classmate who's having trouble, help clean up your neighborhood, participate in a walkathon for a good cause, or volunteer your time in some other way. Feeling like you're making a difference and that your help is valued can do wonders to improve self-esteem.

**Exercise!** You'll relieve stress, and be healthier and happier.

### Conclusion

What does all this mean to you?

- Why is this important?
- How can you use this information?

- At college?
- At home with the family?
- In the community with friends and neighbors?

The importance of learning more about ourselves is critical to our success in the world. It is also critical to reaching our goals, becoming independent, and building a bridge for the future. We need to become more open, confident, and comfortable with who we are. We need to build our self-esteem because we have a lot to give to the world and our families. Everyone is not out to get us, and in fact they may have good feedback for us if we are open to it.

## **UNIT III**

### **Definition and importance of memory**

**Memory** is the processes by which information is encoded, stored, and retrieved. Encoding allows information that is from the outside world to reach our senses in the forms of chemical and physical stimuli. In this first stage we must change the information so that we may put the memory into the encoding process. Storage is the second memory stage or process. This entails that we maintain information over periods of time. Finally the third process is retrieval. This is the retrieval of information that we have stored. We must locate it and return it to our consciousness. Some retrieval attempts may be effortless due to the type of information.

From an information processing perspective there are three main stages in the formation and retrieval of memory:

- Encoding or registration (receiving, processing and combining of received information)
- Storage (creation of a permanent record of the encoded information)
- Retrieval, recall or recollection (calling back the stored information in response to some cue for use in a process or activity)

There are two kinds of memory — short-term and long-term.

**Short-term memory** is the kind of memory our brain uses to store small pieces of information needed right away, like someone's name when you meet for the first time. Research has demonstrated that short-term memory's capacity is about seven pieces of information. After that, something has to go.

**Long-term memory** is for things you don't need to remember this instant. When you study for a test or exam, that's long-term memory at work. A memorably moment in your life, events with family or friends, and other similar kinds of situations also get stored in long-term memory.

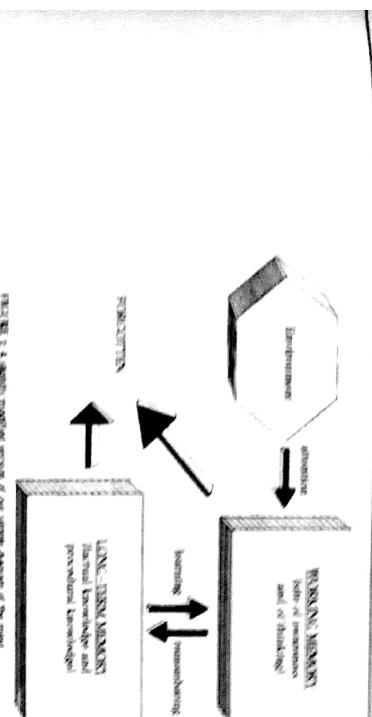


FIGURE 1.4 (adapted, modified version of our original diagram of the mind)

**Question:** Memory is mysterious. You may lose a memory created fifteen seconds earlier, such as when you find yourself staring in your kitchen trying to remember what you came there to fetch. Other seemingly trivial memories (for example, advertisements) may last a lifetime. What makes something stick in memory, and what is likely to slip away?

**Answer:** We can't store everything we experience in memory. Too much happens. So what should the memory system tuck away? Things that are repeated again and again? But what about a really important one-time event such as a wedding? Things that cause emotion? But then you wouldn't remember important yet neutral things (for example, most schoolwork). How can the memory system know what you'll need to remember later? Your memory system lays its bets this way: if you think about something carefully, you'll probably have to think about it again, so it should be stored. Thus your memory is not a product of what you want to remember or what you try to remember; it's a product of what you think about.

### Memory is the residue of thought.

#### The Importance of Memory

To understand how we learn, it is first necessary to understand something about how we think. Intelligence is fundamentally a memory-based process. Learning means the dynamic modification of memory. A system can be said to have learned if it is different at time  $t_1$  from the way it was at time  $t_0$ . Under this kind of definition, even forgetting is a kind of learning. Learning means change—change

that causes a system to act differently on the basis of what is contained within it. Human memories are in a constant state of dynamic modification.

Learning depends upon inputs. Each word you read and each sight you see changes your memory in some way. The role of memory is the interpretation and the placement of those inputs. Memory must decide what's worth keeping by determining what the meaning of an input is and where it fits in relation to previous knowledge it has already stored.

One commonsense but incorrect view of memory is that it is simply a warehouse where we keep our knowledge when we are not using it. This warehouse notion implies that learning is the stocking of memory with uninterpreted knowledge. The corresponding notion of remembering is that when we need a piece of knowledge, we go into memory and pull it off of the shelves. This notion is appealing but misguided. There are no alphabetically listed bins in memory. When I ask you to tell me an incident where your mother was mean to you when you were young, you don't look under M for mother or M for mean and run into information about moths located near by. Memory organization depends upon meaning and thus is organized in a way that might have you run into something about your father or something about punishment while you were looking for the incident I asked for. The way memory is organized has great importance for theories of learning.

- **Memory is power** - In your students life, preparing for the exams, important facts and events gives you a winning edge on the competition. In your business or professional life - remembering client's names, key financial data, etc.
- **Memory is Happiness** - in your social life - a good memory is a sure path to friendship, admiration and popularity.
- **Memory is success** - in every walk of life, a super-power memory is a means to personal triumph and fulfillment.

### **Causes of Forgetting**

What are some of the major reasons why we forget information? One of today's best known memory researchers, Elizabeth Loftus, has identified four major reasons why people forget: retrieval failure, interference, failure to store and motivated forgetting.

### 1. Retrieval Failure

Have you ever felt like a piece of information has just vanished from memory? Or maybe you know that it's there, you just can't seem to find it. The inability to retrieve a memory is one of the most common causes of forgetting.

So why are we often unable to retrieve information from memory. One possible explanation retrieval failure is known as **decay theory**. According to this theory, a memory trace is created every time a new theory is formed. Decay theory suggests that over time, these memory traces begin to fade and disappear. If information is not retrieved and rehearsed, it will eventually be lost.

One problem with this theory, however, is that research has demonstrated that even memories which have not been rehearsed or remembered are remarkably stable in long-term memory.

### 2 Interference

Another theory known as **interference theory** suggests that some memories compete and interfere with other memories. When information is very similar to other information that was previously stored in memory, interference is more likely to occur.

There are two basic types of interference:

- **Proactive interference** is when an old memory makes it more difficult or impossible to remember a new memory.
- **Retroactive interference** occurs when new information interferes with your ability to remember previously learned information.

### 3. Failure to Store

Sometimes, losing information has less to do with forgetting and more to do with the fact that it never made it into long-term memory in the first place. *Encoding failures* sometimes prevent information from entering long-term memory.

In one well-known experiment, researchers asked participants to identify the correct U.S. penny out of a group of incorrect pennies (Nickerson & Adams). Try

doing this experiment yourself by attempting to draw a penny from memory, and then compare your results to an actual penny.

How well did you do? Chances are that you were able to remember the shape and color, but you probably forgot other minor details. The reason for this is that only details necessary for distinguishing pennies from other coins were encoded into your long-term memory.

#### 4. Motivated Forgetting

Sometimes, we may actively work to forget memories, especially those of traumatic or disturbing events or experiences. The two basic forms of motivated forgetting are: suppression, a conscious form of forgetting, and repression, an unconscious form of forgetting.

However, the concept of repressed memories is not universally accepted by all psychologists. One of the problems with repressed memories is that it is difficult, if not impossible, to scientifically study whether or not a memory has been repressed. Also note that mental activities such as rehearsal and remembering are important ways of strengthening a memory, and memories of painful or traumatic life events are far less likely to be remembered, discussed or rehearsed.

#### How to forget ? (Thought Stopping)

The purpose of thought-stopping is to learn how to stop negative anticipatory thoughts before they gather enough momentum to create panic. Whenever you have a disturbing thought, practice the thought-stopping exercise. Frequent practice makes it easier to stop the thoughts. As you go through your daily routine, try to use this method every time. Interrupt the thought as soon as it starts, every time it starts.

- 1) Stopping Automatic Negative Thoughts - First, NOTICE that you're trapped in the vicious cycle of automatic negative thinking. Then, decide to BREAK THE CYCLE by using a "thought stopping" statement. Finally, find something to DO that takes your concentration, interest, and focus AWAY FROM those old negative, vicious-cycle thoughts. Here is a list of negative thoughts and positive, coping ones. Recovery depends on reducing anxiety and learning how to cope with it.

- I might faint in public. Since I have never fainted in the past, I won't faint now or in the future.
- What if I panic when I'm in public? The panic won't harm me and will pass quickly if I don't fight it. I will say "forget it" or "so what if."
- I'm afraid I'll have a heart attack. It's just anxiety and will pass. I'll focus on what is really happening instead of my irrational thoughts.

#### How to Use Thought-Switching

- Write negative thoughts you frequently have on separate cards.
- On another set of cards, write positive, coping statements about each negative thought.
- Carry the positive cards around with you—one statement per card.
- Take ten minutes when you get up in the morning and ten minutes in the afternoon to read the cards and *really hear* what they say.
- Periodically during the day, go through the cards when you have a few minutes to spare.
- Read them one last time before you go to bed.
- You can also put them on a tape and play it back to yourself as you practice.

This is an amazingly successful technique for reducing your anticipatory anxiety. Positive, rational thoughts interrupt anxiety by getting people to focus on what is real instead of what their negative fantasies tell them. Through practice, the positive, rational thoughts begin to outweigh the negative thoughts. People can cope more effectively.

However, without practice, they'll experience only minor benefit. Patience and practice are the key ingredients.

- 2) **SO WHAT?** - This is a stronger and more determined SO WHAT? than we've used before. Suppose a negative thought about a failure haunts you say loudly SO WHAT? to cut off the ruminating thinking. Then, now you find something to DO.

3) Do you want to forget someone? OR do you want to stop thinking about something. This can help. The first thing however is to firmly decide that you want to stop thinking about something. If you think - "I don't want to think about X" and also, but "I don't want to forget X either" - well, how can you stop thinking? Clearly ask yourself if you WANT to stop thinking about something. If yes, then let's begin! Throughout the day, catch yourself whenever you think of that someone or something, ask yourself - where did that thought come from? **Track the thought back to its source.** Was it the road, the sky, the notebook - what started the thought? Once you know that, that's it! **Keep tracking back the thought.** You needn't do anything BUT track the thought back to its source when you remember what you want to forget.

Now you are free of the obsessive thought! Liberated.

### How to remember ?

#### Improve Your Memory

Although it may seem obvious, memory is formed within your brain. So anything that generally improves your brain health may also have a positive impact on your memory. Physical exercise and engaging in novel brain-stimulating activities — such as the crossword puzzle or Sudoku — are two proven methods for helping keep your brain healthy.

Remember, a healthy body is a healthy brain. Eating right and keeping stress at bay helps not only your mind focus on new information, but also is good for your body too. Getting a good night's sleep every night is important as well. Vitamin supplements and herbal extracts aren't the same thing as getting vitamins and omega-3 fatty acids naturally, through the food you eat.

So you want to improve your memory? You need to focus on what you're doing and the information you're looking to encode more strongly in your brain. These tips will help you do just that:

1. **Focus on it.** So many people get caught up in multi-tasking, that we often fail to do the one thing that will almost always improve your memory — paying attention to the task at hand. This is important, because your brain needs time to encode the information properly. If it never makes it into your

memory, you won't be able to recall it later. If you need to memorize something quit multitasking.

2. **Smell, touch, taste, hear and see it.** The more senses you involve when you need to encode memory, usually the more strong a memory it becomes. That's why the smell of mom's home-baked cookies can still be recalled as fresh as though she were downstairs making them just now. Need to remember someone's name you met for the first time? It may help to look them in the eye when you repeat their name, and offer a handshake. By doing so, you've engaged 3 out of your 5 senses.
3. **Repeat it.** One reason people who want to memorize something repeat it over and over again is because repetition (what psychologists sometimes refer to as "over learning") seems to work for most people. It helps not to cram, though. Instead, repeat the information spaced out over a longer period of time.
4. **Chunk it.** Americans remember their long 10-digit telephone numbers despite being able to hold only 7 pieces of information in their brain at one time. They do because we've taught ourselves to chunk the information. Instead of seeing 10 separate pieces of information, we see 3 pieces of information — a 3 digit area code, a 3 digit prefix, and a 4 digit number. Because we've been taught since birth to "chunk" the telephone number in this way, most people don't have a problem remembering a telephone number. This technique works for virtually any piece of information. Divide the large amount of information into smaller chunks, and then focus on memorizing those chunks as individual pieces.
5. **Organize it.** Our brains like organization of information. That's why books have chapters, and outlines are recommended as a studying method in school. By carefully organizing what it is you have to memorize, you're helping your brain better encode the information in the first place.
6. **Use mnemonic devices.** There are a lot of these, but they all share one thing in common — they help us remember more complicated pieces of information through imagery, acronyms, rhyme or song. For instance, in medical school, students will often turn memorization of the bones in the body or symptoms of specific illnesses into sentences, where the first letter of each word corresponds with a specific bone or symptom. Learn about more mnemonic devices and memory here.

7. **Learn it the way that works for you.** People often get caught up in thinking there's a "one size fits all" learning style for memorizing new material. That's simply not the case — different people prefer different methods for taking in new information. Use the style that works for you, even if it's not the way most people study or try and learn new information. For instance, some people like to write things down when they're learning something new. Others may benefit more from recording what they're hearing, and going back to take more detailed notes later on at their own leisure.
8. **Connect the dots.** When we learn, we often forget to try and make associations until later on. However, research has shown that memory can be stronger when you try and make the associations when you first take in the information. For instance, think about how two things are related, and the memory for both will be enhanced. Connect new information to existing information or experiences in your mind.

As we age, our memory sometimes seems to get worse. But it doesn't have to. By following these eight tips, you can keep your memory sharp at any age, and improve it any time.

*All improvement in memory consists of one's habitual method of recording facts*

- Dr. William James, Father of American Psychology

#### **Bed-time Recital**

In this technique, you do your recital or rote learning just before going to bed. The mind in the process of sleeping would then arrange the information in a systematic and effective way when you are sleeping. Psychologists have also found that if you sleep after thinking about your problems there is a better chance that you arrive at a solution the next day.

#### **Steps for Memory Improvement**

1. Be in a relaxed mood
2. Write down the things that you are supposed to remember in a piece of paper.

3. Read it aloud (if possible) once or twice and recite it two to three times.
4. Now go to sleep without worrying or thinking about anything.

You will surely retain the item longer and find it more easy to recall it when in need.

### Tips & Techniques for passing your Exams

Taking exams can be a stressful time for students but it doesn't have to be. Below are a few helpful hints aimed to reduce stress levels and to increase your ability to achieve higher marks in the exams:

#### **REVISION:**

Plan your revision - set yourself a revision timetable

- Don't leave it all until the last minute - keep the night before the exam revision free and give yourself a treat instead
- Set aside a study area in your home and make sure others respect it as a 'no go'
- Obtain past papers as a guide to what to expect and use them to practice in advance of the exam
- Make notes as you revise and use them regularly to test yourself
- Use memory aids, for example making an audio recording or key points or writing up points as sticky notes on the wall

#### **Before the exam – Preparation**

- **Link relevant concepts together.** You need to see the bigger picture, not isolated facts. Immersion in the subject itself is better than remembering individual facts.
- **Don't fuss about rewriting your notes again and again.** Simply copying your notes out won't help you revise effectively. Rewriting does help some people take in key concepts, so restrict it to writing the main point as an anchor rather than regurgitating everything.
- **Use all your senses.** Don't just read; write out brief points that you want to solidify. Don't just use your eyes; discuss key topics with other people on your course.

- **Don't put pictures and diagrams in places you'd usually rely on words alone.** In the places you were and still are, try to keep them in their place. If nothing creative is forthcoming, at least try setting out your ideas in a mindmap of some sort.
- **Don't go to heavy on the memorising.** Some detail does need to be in your head clearly and correctly, but much of what you study is about arguing and analysing a subject, as opposed to exact recall of specific points and quotations.
- **Read (and attempt) past exam papers.** This advice is often dished out, but many either don't bother, or don't take it seriously enough. When you do read through the papers, see how the questions are worded and try to grasp what is being asked of you. Look for any recurring themes across past papers so you have an idea of the kind of topics that crop up again and again.
- **Time yourself at writing answers to essay topics.** You may be confident that you've got the knowledge, but it's no use when you know it'll take four hours to write that knowledge in a two hour exam! Learn to gauge the time you have and get the important factors written out first.
- **If you can't access past papers, set your own questions or ask tutors if they'd suggest sample questions for you.** If tutors are willing, don't automatically expect these to be the questions you're going to get! Tutors may have alternative ways of helping you revise, so hear them out.
- **Refer back to past lectures to get an idea of what the lecturers wanted you to focus on.**
- **Understand the layout of the exam.** Understand the logistics so you're prepared on the day. I'm amazed at how infrequently this is done. I've known module handbooks handed out at the beginning of the year with the exam layout explained..yet some students haven't bothered reading it. Guess what, they're less prepared than everyone else!
- **Focus on what you \*don't\* know.** You don't need to waste time on what's already firmly planted in your head. I'm sure you feel good going over that stuff, but it's not actual revision!
- **Practise writing basic notes on topics you think may crop up.** This will help your initial preparation when in the exam. As soon as you start working

on a question, you can always refer back to your brief list to list main points to cover. That way, forgetfulness won't be an issue halfway through your exam. You can simply refer back to your brief list that took you a minute or two of your time. Yay!

**Pack the stuff you need to take in advance.** Don't leave it until the last minute.

**Make sure you know where you're going.** When I assisted in setting up exam halls, a surprising number of students came rushing along at the last minute and were clueless about where they needed to be. One or two were in the wrong place entirely and had to run to the other side of campus. Not a good way to ease into an exam!

**If you're allowed to take textbooks, notes, specialist equipment, or calculator in to the exam, remember to bring them along!**

#### DURING THE EXAM:

- **Give plenty time for getting to the exam.** Even if it's just a one minute walk away, get there with time to spare.
- **Don't revise as you're walking into the exam!** If it's not in now, it won't go in with seconds to spare...
- Read all the questions through first
- Plan your time – allowing enough time to complete each question
- Leave enough time at the end to check your work
- Decide which questions you are going to answer before you begin the first one
- Make sure you answer the question set, not the answer you'd like to have seen!
- If you are sitting for an exam and find yourself struggling, take a deep breath and relax because when you are relaxed, the study material you have been slaving over all this time will start coming back to you. Of course there are techniques we can use to bring that flow of information back into our minds. There are things to do and things to remember...
- **Wasting time on less important points is pointless when you're against the clock.** Stick with the big issues. Mention minor detail in passing and move on.
- **Don't panic!** If you can't think straight, stop trying to concentrate for a few seconds. Take a few deep breaths and start again. If you've calmed down

slightly, take some basic notes to help get back on track. If you still feel a stress and it's getting worse, have a toilet break or ask to be escorted out the room for a breather. Walking away from the exam may sound like wasted time, but a massive panic is likely to waste even more time!

- When short on time, do a **method dump**. Briefly list the points you would have made and give short examples if you can. Expand on it as you can until the exam's over. You may not have produced a fully formed answer, but that list should gain you some extra credit.

### Remember there is a passing mark.

Understand that you can get some wrong. So don't put too much strain on yourself. Concentrate on passing the exam. If you pass with a high score, great. If you just pass, then great also. So long as you don't have to do the whole thing again (go back to study the material, book the exam again, attend the examination room), just concentrate on passing - nothing else.

### It's multiple choice so relax a bit.

Imagine having to sit through an exam which was not multiple choice and you had to provide the answer without been given any clue!!! Now that would be difficult!!!

Now that you have seen that things could be worse, understand that multiple choice makes things a little easier on you. And here is the trick to the multiple choice format:

One answer is correct. One is close to the correct answer. One is totally unacceptable. One is totally unacceptable but sounds acceptable. Start the process of elimination. For example. Lets try to answer a question that we are unsure of at first...

Question - Which access method does the 802.11 architecture use? We don't know the answer off the top of our heads so let's begin the elimination process:

Now lets see which of the answers given can we eliminate? One answer is correct. One is close to the correct answer. One is totally unacceptable. One is totally unacceptable but sounds acceptable. We still don't know off the top of our heads

which access method does answers that are acceptable

**Pay attention to trick questions.** In the text, we make the simple all costs. One of the major question. A high number of question but we oversee (pay attention to the 'not' more visible now).

**Are some questions trick questions.** And by their You can guess these are bit difficult. So, if a Example:

**QUESTION:** The 10 segments up to a max such thing as 10 transmission medium meters.

See how this was a

**After the exam – Let's review**

- **Give yourself time** in the exam. You can't switch off so breathe.
- **Don't beat yourself up** what you did in the past.
- **Students** don't have to only serve

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which access method does the 802.11 architecture use so lets look at both our answers that are acceptable: What do we remember from our studies?

**Pay attention to trick questions.** It has been noted that in our anxiety to pass the test, we make the simplest mistakes. Dumb mistakes that we should avoid at all costs. One of the major mistakes we make is not paying attention to the full question. A high number of mistakes are made when the word 'not' is included in a question but we oversee it. Example: The OSI model does not consist of 7 layers (pay attention to the 'not'). The OSI model does NOT consist of 7 layers (the 'not' is more visible now).

**Are some questions true-or-false?** Your exam will certainly include these types of questions. And by their nature they are 'easy' because there is only one response. You can guess these so exam providers tend to make their true-or-false questions a bit difficult. So, if a question appears easy, then give it some more thought. Example:

**QUESTION:** The 10Base185 network transmission medium can support cable segments up to a maximum of 185 meters. True or false? False because there is no such thing as 10Base185. The correct answer is: The 10Base2 network transmission medium can support cable segments up to a maximum of 185 meters.

See how this was a trick question? Be wary of these.

#### After the exam – Letting go

- **Give yourself a break.** When it's all over, some students act like they're still in the exam and think up more points they could have made. It's like they can't switch off. But there's not point in stressing further. You're through it, so breathe a sigh of relief.
- **Don't beat yourself up.** No matter how you did, it's time to let go. You did what you could and you have to draw a line under it. Look to the future, not the past.
- **Students around you will be comparing notes and how they fared.** You don't have to join in. What other students wrote in the exam is irrelevant and only serves to worry you and make you second guess your own effort.

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- **Keep your performance in isolation.** If you have more exams to sit, it doesn't matter how well or badly you think you did in this exam. Each one is different.
- **Take a break.** Stop for a moment, even if you've got another exam that day. Always leave a gap. Due to crazy timetable issues, I've seen some people (fortunately not me!) who've had three exams in a day. Can anyone beat that? Have a breather, even if it's for a mere 5 or 10 minutes. Your brain deserves a rest!

#### Management of Exam fear.

Students have a lot of fear especially during the exam period. It is more than vital for students to be able to **manage** fear if they want to succeed in the exams.

Exams themselves are a compelling experience that causes fear, because the stakes are high: the dreams that students make for their lives, the beginning of a career, the expectations that they have for themselves, the expectations parents have for their children. The **exam fear** is usually associated with the fear that students will disappoint their parents by their performance, and with the expectations they have from themselves.

Fear is created by the negative thoughts created and grow inside our mind and in the worst case, fear can completely block our mind, and lead us to abandon our effort.

Also, through the negative thoughts created in our mind when we feel fear for something and without wanting to, we "prepare" the way for our failure, because unconsciously we think and behave in such a way as to fail!

**Stress is dangerous and can have negative effects on our health when we let it get out of control.** In such cases stress can:

- Limit the ability of our actual performance and
- Makes us suffer, both physically and mentally

### **Causes of examination Fear**

Examination stress has many different sources. The combination of different factors, namely the thoughts and emotions that each student has, is responsible for creating the stress.

#### **Lack of Self Confidence**

Perhaps the number one cause that creates stress on students is the sense that they do not have the ability to cope with the demands of the exams. This is a subjective belief, and really does not mean that the student does not have the skills to pass, but fears that they do not have confidence in themselves.

#### **Competition**

Another critical factor that causes examination stress is that there is intense competition for the limited available places in higher education. This means that some people will stay out of them. Another fear is that students believe that the effort made for reading will be "lost" if the student does not pass the exams.

#### **Negative thoughts**

Negative thoughts generated by the student before the exams are a very important cause of stress: how difficult and endless is the material to study, how many things you have to remember, the fears of what will happen if they do not pass the exams, the belief that if they do not pass the exams their future will be lost and they will feel like a loser, and in other words, the thoughts of all those catastrophic scenarios, which deny the opportunity to the students to believe in themselves and put all their energy and focus on preparing for the exams.

During the days of the exams, students and parents redouble their efforts for success. These days the anxiety and stress of children, who are nothing but "disguised" fear of possible failure in examinations, grow. Certainly what is needed to know and remembered by candidates and parents is that to some extent, stress is normal and creative. Stress mobilizes us in difficult and challenging phases of our lives and helps us to make maximum efforts to achieve our goals!

## **How to manage fear before the exams**

**Learn to face the exams, despite your fear for a possible failure!**

- Take care for your good preparation
- Create a schedule - **organize your time**
- Do your exam revisions with your friends
- Test your skills and knowledge with other friends
- Meet with other friends and try to ask each other question
- Try to explain to your friends what you have understood from studying if you can explain to others, then you have understood ... otherwise, you need further iterations!

## **Analyze the situation realistically**

Take a piece of paper and write down what is exactly causing you stress and anxiety, next to each problem write possible solutions. Take a break and discuss with your parents, or your teachers (if possible) your fears and doubts

## **Visualize and beat your fears**

Attempt a mental representation of the actual conditions that cause you stress (i.e. «imagine in detail the actual conditions that make you feel stressed...»). When you do that you will notice that the more often you imagine and visualize the exams the more familiar you will become with them..! When you can deal with your fears in your imagination, you can also deal with them in reality as well!

## **How to manage fear during the exams**

**During the exams, it is important to be stress free.**

Always start completing an exam paper with what you know well. This will help you gain confidence and help you answer the more difficult questions.

Combine inhalation and exhalation with **positive thinking**.

**Applying conscious breathing**

Knowing to **apply correctly the process of breathing can help you relax, unwind and «clean» your mind, with only a few breaths.** The conscious breathing, based on yoga techniques, is a particular method for balancing the autonomous nervous system that affects psychological disorders and stressful conditions.

When you feel a wave of anxiety or stress coming in on you, group your attention to the way you breathe. Invite your breath to become slower, more integrated. Feel the air filling your lungs. Try to match how much air you breathe and how much air you let out. During exhale consider that you are getting stress out of your body.

Once you feel the first signs of panic reiterated a word or phrase that helps you calm (e.g. «calm», «relax», «I am next to you whatever happens...», etc.

### **How parents can help their children to manage the exam stress**

First of all make sure that you **are available to hear** the concerns and fears of your children, before you give any advice to them!

### **Try not to give advices that do not have to do anything with reality!**

You can use any of the statements below to raise your children confidence:

«Anxiety of failure is normal» «We are had similar circumstances similar anxiety...» «Even if you do not pass, there are alternatives...» «If you do not pass the exam the only thing that will make my unhappy is that you will not be rewarded for your efforts...» «Any failure is a learning opportunity! ...»

### **Conclusion**

So friends, just relax! Exams are just a part of the whole thing and not ghosts that give you sleepless nights. Deal with your exams and get the best of grades. Get over your nervousness and anxiety. Learn to fight it.

## **Feed Your Mind**

Just as the body needs good food every day, mind needs good thoughts every day. The key words in the preceding sentence are **good** food and **good** thoughts. If we feed our body with junk food and our mind with bad thoughts, we will have both a sick body and a sick mind. We need to feed our mind with the pure and the positive to stay on track.

## **Education is a Reservoir**

"Continuous positive education leads to positive thinking."

Positive thinkers are like athletes who, through practice, build an inner reservoir of stamina that they draw on during competition. If they don't practice, they have nothing to draw on.

Similarly, positive thinkers regularly build a reserve of positive attitudes by constantly *feeding their mind on the pure, the powerful and the positive* on a daily basis. They realize that we are all going to be faced with the negative and if we have the reserve of positive attitudes we will be able to overcome it; otherwise the negative will prevail.

Positive thinkers are not fools and they are not going through life with blinders. They are *winners who recognize their limitations, but focus on their strengths*. Losers, on the other hand, *recognize their strengths but focus on their weaknesses*.

On the surface, attitude is the way you communicate your mood to others. When you are optimistic and anticipate successful encounters, you transmit a positive attitude and people usually respond favourably. When you are pessimistic and expect the worst; your attitude is often negative, and people tend to avoid you. Inside are head, where it all starts, attitude is a mind-set. It is the way you look at things mentally.

## **IF YOU THINK**

**If you think you are beaten, you are.**

**If you think you dare not, you don't!**

**If you like to win, but think you can't,**

**It's almost a cinch you won't.**

**If you think you'll loss, you're lost;**

**For out in the world we find**

**Success begins with a fellow's will;**

**It's all in the state of mind.**

**If you think you are outclassed, you are,**

**You've got to think high to rise,**

**You've got to be sure of yourself before**

**You can even win a prize.**

**Life's battles don't always go**

**To the stronger and faster man,**

**But sooner or later the man who wins**

**Is the man who thinks he can.**

Think of attitude as your mental focus on the outside world. Like using a camera, you can focus or set your mind on what appeals to you. You can see situations as either opportunities or failures; a cold winter day as either beautiful or ugly; a departmental meeting as interesting or boring. Perception - the complicated process of viewing and interpreting your environment - is a mental phenomenon. It is within your power to concentrate on selected aspects of your

environment and ignore others. Quite simply, you take the picture of life you want to take.

Emphasizing the positive and diffusing the negative is like using a magnifying glass. You can place the glass over good news and feel better, or you can magnify bad news and make yourself miserable. Magnifying situations can become a habit. If you continually focus on difficult situations, the result will be exaggerated distortions of problems. A better approach might be to imagine you have binoculars. Use the magnifying end to view positive things, and reverse them (using the other end) whenever you encounter negative elements to make them appear smaller. Once you are able to alter your imagery to highlight the positive you are on the right road.

### **What is a positive attitude?**

A positive attitude is the outward manifestation of a mind that dwells primarily on positive matters. It is a mind-set tipped in favour of creative activity rather than boredom, joy over sadness, hope over futility.

A positive attitude is that state of mind which can be maintained only through conscious effort. When something jams one's mental focus in a negative direction, those who are positive know that in order to bounce back *adjustments must be made!*

### **How do You Recognize People with a Positive Attitude?**

Just as the absence of ill health does not equal good health, in the same way the absence of negativity does not make person positive

People with positive attitudes have certain personality traits that are easy to recognize. They are caring, confident, patient and humble. They have high expectations of themselves and others. They anticipate positive outcomes.

A person with a positive attitude is like a fruit of all seasons. He is always welcome.

### **The Benefits of a Positive Attitude**

There are many advantages to having a positive attitude. The advantages are easy to see. But what is easy to see is also easy to miss!

## A Positive Attitude:

### Benefits for you :

- Makes a pleasing personality
- Is energizing
- Increases your enjoyment of life
- Inspires others around you
- Helps you become a contributing member of the society and an asset to your country

### Benefits for the organisation:

- Increases productivity
- Fosters teamwork
- Solves problems
- Improves quality
- Makes for a congenial atmosphere
- Breeds loyalty
- Increases profits
- Fosters better relationships with employers, employees and customers
- Reduces stress

## Maintaining a Positive Thinking /Attitude: Ten Strategies

*"Have a positive attitude."*

How many times have we heard that one? This challenge, of course, does not pertain exclusively to chronic illness, but to any time when things do not go as we wish. But in the case of ongoing illness, seeing the positive presents a continuous struggle.

Yet our moods are not perfectly correlated with our physical state. Most likely we can all recall times that despite much pain or fatigue, we were able to cope and even achieve high spirits. Perhaps the weather was perfect, good friends visited, we just accomplished something or helped somebody, making us feel good about ourselves. Other times, depression seems to take hold even when our physical discomfort is at a manageable level. Why is this? Answering this question is the key to finding optimism. Sometimes it seems we have fallen and the waves continue to crash on our heads, as we fight to rise, only to be knocked

down yet again. But that same ocean sometimes allows us to find a wave we can ride smoothly to the shore.

What can we do when we feel under the waves? How can we find the strength to climb back on top, and the patience to know that we will? Here are ten cognitive exercises I use to maintain the most positive attitude I can:

#### (i) Expect bumps!

It is important to acknowledge that we will sometimes feel down. But by expecting rather than dreading down time, such periods become more tolerable. In addition, recognizing that we will have blue periods helps keep them in perspective. We will be able to say to ourselves, "I was depressed before, and got out of it; this time, too, it will pass."

#### (ii) Track the changes.

Keeping track of moods helps put ups and downs into perspective. During your best times, make a conscious attempt to capture the feeling. Leave notes on your wall attesting to the way you feel. When we feel bad, it becomes quite difficult to imagine that things can be otherwise.

#### (iii) Stockpile fun distractions.

It is important to compile a list of our favorite activities when we are feeling optimistic to be used when we most need them. Our brains can only process so much input at once. Laughter is good medicine; while dwelling on our troubles tends to compound them.

#### (iv) Shape your perspective.

Is the glass half empty or half full? Perspective determines, quite literally, how we view the world. Our perspectives are shaped by the comparisons we make and the expectations they create.

#### (v) Create a new self.

If we hang on tightly to the "old self" we were, finding the value of our "new self" becomes increasingly difficult. This does not mean we should totally discard our previous conception of self; rather, we need to find a way to integrate the two. In other words, we should seek to find in our new bodies new ways to enjoy and experience the things that we had done before.

#### **(vi) Don't forget the good stuff.**

By focusing on the positive aspects of our life, we become more aware of how many there are: the friends that struck by us, the things we still enjoy, and the accomplishments we have been able to make, however small, under very different conditions. Because each task now represents a challenge, we should celebrate whatever we manage to accomplish

#### **(vii) Keep the hope alive!**

There is so much room for hope. We are in a far better position than the generations before us who suffered without ever receiving validation. It is only a matter of time.

There is nothing you cannot be. Nothing you cannot do. There is nothing you cannot have! Once you learn the simple principles of mastering a positive attitude, you have to achieve your goals through a consistent state of attitude **EVERY DAY OF YOUR LIFE, FOREVER**. You can be, do and have anything with the proper **ATTITUDE!**

##### **a) Be Positive**

All thought is creative. It is possible to send and to receive thoughts telepathically. Therefore, it is entirely possible that you are being impacted by the thoughts of others. Every successful person knows or learns how to protect their mind from the negative thinking of others.

##### **b) Creative Thinking**

There is thinking, there is problem solving and then there is "creative thinking". What separates one from the other is the degree that you are able to move beyond the boundaries and limitations imposed from within and without. One creative idea can propel you to unlimited prosperity, happiness, and fulfillment. Raise the quality of your thoughts and you will raise the quality of your life.

#### **(viii) Develop Enthusiasm**

Enthusiasm is that inner spark that brings excitement to life. It is also quiet, inner power that can be called upon to change conditions and circumstances. Enthusiasm is much more than excitement. It burns longer and stronger and makes the difference in everything you see, think and do.

### (ix) Effective Speaking.

Imagine being able to express your ideas thoughtfully, concisely and powerfully without a moment's hesitation. This is more than possible. Your mind will recreate you into a powerful speaker, able to express yourself in the manner you have always wanted. Negative word droppers: the words like "if", "can't", "impossible" are the words most frequently used by the negative attitude people. Replace those by "next time", "can", "possible".

### (x) Fear of Failure

Some people are bold, adventurous and daring. They move forward with grace while others stumble, fall and quake with fear. "A long life may not be good enough, but a good life is long enough". You are the architect of your life.

### Developing a Positive Thinking & Attitude

A positive attitude, or outlook on life, can lead to positive behaviour and create success. An upbeat, positive person draws other people like a magnet. After all, who would you rather be around - someone who is strong and motivated, with the confidence to keep moving forward; or, someone who stays stuck in one place, thinking of reasons why things don't seem to happen? No contest!

Consider this list of positive habits. Click on each one. Then record one instance in which you applied or would like to apply this habit at home.

List 3 positive habits that could turn that experience around.

1.

2.

3.

Visualisation techniques can promote a positive attitude. All you have to do is:

- Close your eyes, breathe deeply, clear your mind.
- Mentally picture yourself succeeding at a task by yourself, or with family or friends.
- Add details of that image.
- Add words, actions and sensations. Practice what you want to do or say.
- Keep your visualisation handy in your mind. You may wish to record its details.

Affirmation is another technique that develops a positive attitude. Record an affirmation, or short positive saying about yourself and a goal you will achieve in future.

I will think of myself as successful

I will have positive expectations for everything I do!

I will remind myself of past successes!

I will not dwell on failures...

I just won't repeat them!

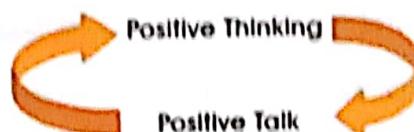
I will surround myself with positive people and ideas!

I will keep trying until I achieve the results I want.

### Power of Positive thinking

Our words indicate our thoughts. **A word is a thought revealed.** What you say determines your destiny as much as what you think.

Positive thinking and positive speech are like the chicken and egg analogy. On the one hand positive thinking leads to positive speech. On the other hand, positive speech leads to positive thinking.



The important thing to remember is that the power of positive speech and the power of positive thinking go together. Positive thinking is nullified by negative talk. Positive talk is nullified by negative thought. Having one without the other is like attempting to fly with a broken wing. **The two must be in harmony.**

## **Words Reinforce Your Thinking.**

Realize that your words reinforce your thinking. The converse is true – your thoughts reinforce your words. **The power of positive thinking is reinforced by positive speech.**

**Your words have power in them.** What you believe does not change the truth. The law of gravity works whether you believe in it or not. The law of getting what you speak works – whether you believe in it or not.

Even if you don't believe it, why take chances? Take the safe route. Say the right things. If you can change your thinking and talking to be in line with your dreams, then you are on your way to achieving them.

## **Positive thinking and self talk**

Self-talk is the endless stream of thoughts that run through your head every day. These automatic thoughts can be **positive** or **negative**. Some of your self-talk comes from logic and reason. Other self-talk may arise from misconceptions that you create because of lack of information. If the thoughts that run through your head are mostly negative, your outlook on life is likely pessimistic. If your thoughts are mostly positive, you're likely an optimist — someone who practices positive thinking. But what if your self-talk is mainly negative? That doesn't mean you're doomed to an unhappy life. Negative self-talk just means that your own misperceptions, lack of information and distorted ideas have overpowered your capacity for logic and reason.

## **Learn positive thinking**

- Instead of giving into these kinds of negative self-talk, weed out misconceptions and irrational thinking and then challenge them with rational, positive thoughts. When you do this, your self-talk will gradually become realistic and self-affirming — you engage in positive thinking.
- Periodically during the day, stop and evaluate what you're thinking. If you find that your thoughts are mainly negative, try to find a way to put a positive spin on them.
- Don't say anything to yourself that you wouldn't say to anyone else.

**Table 1**

Negative Self-talk	Positive Spin
I've never done it before.	It's an opportunity to learn something new.
It's too complicated.	I'll tackle it from a different angle.
I don't have the resources.	Necessity is the mother of invention.
There's not enough time.	Let's re-evaluate some priorities.
There's no way it will work.	I can try to make it work.
No one bothers to communicate with me.	I'll see if I can open the channels of communication.

#### **Positive Self Talk for Confidence**

- I am as capable as any one else out there
- I know with time and effort I can accomplish anything
- I am comfortable in front of people and say the right things
- I know who I am and I am special
- Any one who meets me will remember how fascinating I am
- I can accomplish any task set out before me
- I find things out when no clear answer is defined
- I am worthwhile, successful and happy.

#### **Positive Self Talk for a Healthy Life Style**

- I eat food that has all lasting benefit for me
- I love to eat healthy food!
- Occasionally I indulge myself in tasty food
- Vegetables and fruits strengthen me and I love to eat them
- I love going for a walk and seeing the outdoors

- Exercise is a time for me to get stronger and reflect on life
- Running makes me feel good
- I only eat what I need to sustain myself

### Your Words Create Your Destiny

Nowhere is the power of positive thinking and positive speech more powerfully illustrated than in the Bible.

"A man's belly shall be satisfied with the fruit of his mouth; and with the increase of his lips shall he be filled. Death and life are in the power of the tongue: and they that love it shall eat the fruit thereof."

The wisdom God says it well. Your words can chart the course of your life. Elsewhere in the Bible the tongue is compared to the helm of a ship. Though the helm is a small part of the ship, it has the power to direct the course of the whole ship. So it is with the tongue. It is a small part of your body, but it has the power to direct your whole destiny. It is challenging not to let a negative thing come out of our mouth. Sometimes that's hard to do, especially if you associate with people that speak carelessly.

It is very tempting and easy to join into their complaining about how "life is hard" and "money is so hard to come by" and how "it is so difficult to stay healthy these days." That is "normal" everyday conversation to billions of people.

You have to choose to stay away from it. If someone says things like that and you can't avoid them than you simply don't respond or respond in a positive manner to counteract their negative suggestion. It is their reality, not yours.

Stay away from negative people. Avoid them like the plague. They are dangerous to your dreams. You will not develop the power of positive thinking if you are always associating with such people. Every time you are up, they will pull you down. It will be much harder to progress.

### Positive Affirmations

Positive affirmations are simply things that you say to yourself that are positive. They are deliberate and thought out words that are in harmony with your dreams and that will help you to achieve your dreams.

"Affirmations are one of the simplest and most powerful things we can do to change the quality of our lives, and to create the things we want."

- Mark Allen

"Believing something can be done paves the way for creative solutions."

- David J. Schwartz, Ph.D.

"From our birth to our death we are all the slaves of suggestion."

Emile Coué

An example would be saying to yourself, "I am rich." In so doing you are reinforcing your thinking with that thought. By repetition your mind will eventually accept that thought as truth and will bring about that state of **belief in your ability to acquire wealth that will allow you to find ways and means to get the wealth.**

Notice we do not say "you will automatically become rich." We say it will allow you to find ways to get rich. Don't fall into the "positive thinking with no action hype." Only action will allow you to get to your destination. Thinking alone will not do it. Positive affirmations are one way to capitalize on the power of positive thinking.

### **Benefit of a Positive Talk**

There are many advantages to having a positive attitude. The advantages are easy to see. But what is easy to see is also easy to miss!

#### **A Positive Talk - Benefits for you**

- Makes a pleasing personality
- Is energizing
- Increases your enjoyment of life
- Inspires others around you
- Helps you become a contributing member of the society and an asset to your country

#### **A Positive Talk - Benefits for the Organization:**

- Increases productivity
- Fosters Teamwork
- Solves problems
- Improves quality
- Makes for a congenial atmosphere

- Breeds loyalty
- Increases profits
- Fosters better relationships with employers, employees and customers
- Reduces stress

## THINK POSITIVELY, BELIEVE IN YOURSELF AND SPEAK POSITIVELY

### Remember

- You owe it to yourself to **react positively!**
- You owe it to yourself to **work safely!**
- You owe it to yourself and your loved ones to **avoid injuries!**

### CHECK WHETHER YOUR ATTITUDE IS POSITIVE

To determine how far your attitude is positive answer the following questions honestly and objectively based on your actual reactions to the situations – not on your perception. Place a check mark next to the answer of your choice after every question. When you are confronted with a problem while discharging your duty

1. Do you think that problems always confront you only, while your colleagues are happy without any problems just like that.

(...) Yes      (...) Sometimes      (...) never think so

2. Do you think that others find solutions very easily when it is very difficult for me to find out a solution

(...) Yes      (...) Sometimes      (...) never think so

3. Do you think that your boss helps your colleagues with their problems while he is not extending this favor to you.

(...) Yes            (...) Sometimes            (..) never think so

4. Does the preoccupation with this problem in any way affects your other dealings.

(...) Yes            (...) Sometimes            (..) never think so

5 At this juncture a customer comes to meet you. Do you deal with him normally setting aside your own problem.

(...) Yes            (...) Sometimes            (..) never think so

6. Do you allow the burden of this problem to change your countenance (facial expression)

(...) Yes            (...) Sometimes            (..) never think so

7. Do you get engrossed in your normal routine work to forget the problem for the present.

(...) Yes            (...) Sometimes            (..) never think so

8. Do you set aside all other work to find an immediate solution to the problem on hand.

(...) Yes            (...) Sometimes            (..) never think so

9. Do you consult your colleagues by frankly telling them the problem.

(...) Yes

(...) Sometimes

(..) never think so

10. Do you recall and compare a previous similar situation and apply knowledge gained from that to solve this problem.

(...) Yes

(...) Sometimes

(..) never think so

11. Are you of the opinion that there is a standard solution to all problems.

(...) Yes

(...) Sometimes

(..) never think so

12. Do you think that different problems need different types of approach and have different solutions.

(...) Yes

(...) Sometimes

(..) never think so

Your Attitude Profile: Score card:

Question No.	Yes	Sometimes	Never think so
1	0	5	10
2	0	5	10
3	0	5	10
4	0	5	10
5	10	5	0
6	0	5	10
7	10	5	0
8	0	5	10
9	10	5	0
10	10	5	0
11	0	5	10
12	10	5	0

Interpret your score:

**105 points or above -**

Excellent! Your attitude is positive!! Keep it up!!!

**Between 85 and 105**

Your attitude is positive – but there is scope for improvement.

**Below 85 points**

You have negative attitude, but this can be cured by consciously adopting the positive attitude techniques.

## UNIT V – GENERAL KNOWLEDGE AND CURRENT AFFAIRS



State Emblem

### Structure

The Governor is the *constitutional head of the state* while the Chief minister is the *head of the government* and heads the council of ministers. The Chief Justice of the Madras High Court is the *head of the judiciary*.

Executive:	Governor	- K. Rosaiah
	Chief Minister	- J. Jayalalithaa
Legislature:	Speaker	- D. Jayakumar <i>Thangapaul</i>
Judiciary :	High Court	- Madras High Court
	Chief Justice	- M. Y. Eqbal

### Officials

Presently K. Rosaiah and J. Jayalalithaa are the Governor and Chief Minister of Tamil Nadu respectively. M. Y. Eqbal is the current Chief Justice of the Madras High Court.

### Administrative divisions

Tamil Nadu State has a population of 7,21,38,95<sup>5</sup> as per Census 2011 and covers an area of 130,058 km<sup>2</sup>. The major administrative units of the state constitutes 32 Districts, 76 Revenue divisions, 220 Taluks, 10 Municipal corporations, 125 Municipalities, 385 Panchayat unions (Blocks), 529 Town panchayats and 12,524 Village panchayats.

## Tamil Nadu Legislature

The Assembly was established in 1937 for the Madras Presidency. The Presidency became Madras State in the Republic of India in 1950; Madras State in its current state was formed in 1956 and renamed as Tamil Nadu on 14 January 1969

The **Tamil Nadu Legislature** is the unicameral legislature of the Indian state of Tamil Nadu. The Legislature is composed of Tamil Nadu Legislative Assembly and the Governor of Tamil Nadu

Till 1986, the Tamil Nadu Legislature was a bicameral legislature consisting of the

- the Tamil Nadu Legislative Assembly, the lower house,
- the Tamil Nadu Legislative Council, the upper house, and
- the Governor of Tamil Nadu

Tamil Nadu State has at present 32 Districts. District Collector is the head of the District Administration. Districts are divided into Taluks for the purpose of Revenue Administration. Tahsildar is the head of taluk level administration. Taluks consist of a group of Revenue Villages.

Development administration in a district is coordinated by the Panchayat Unions (also called as Blocks) for the rural areas. Panchayat Unions consist of a group of Panchayat Villages. In the case of urban areas, the development administration is taken care by the urban local bodies. The urban local bodies are called as Municipal Corporations, Municipalities and Town Panchayats depending on the size of the town.

SL No.	District Name	Municipal Corporations	SL No	District Name	Municipal Corporations
1	Ariyalur	-	17	Ramanathapuram	-
2	Chennai (TN State HQ)	Chennai	18	Salem	Salem

5	Dharmapuri	-	21	The Nilgiris (HQ at Udhagamandalam)	-
6	Dindigul	-	22	Theni	-
7	Erode	Erode	23	Thiruvallur	-
8	Kancheepuram	-	24	Thiruvarur	-
9	Kanniyakumari (HQ at Nagercoil)	-	25	Thoothukudi	-
10	Karur	-	26	Tiruchirappalli	Tiruchirappalli
11	Krishnagiri	-	27	Tirunelveli	Tirunelveli
12	Madurai	Madurai	28	Tiruppur	Tiruppur
13	Nagapattinam	-	29	Truvannamalai	-
14	Namakkal	-	30	Vellore	-
15	Perambalur	-	31	Villupuram	-
16	Pudukkottai	-	32	Virudhunagar	-

[http://www.tn.gov.in/district\\_statistics.html](http://www.tn.gov.in/district_statistics.html)

<http://www.tn.gov.in/index.html>



#### Description :

**English:** The National w.Emblem of India is derived from the time of the Emperor Ashoka. The emblem is a replica of the Lion of Sarnath, near Varanasi in Uttar Pradesh. The Lion Capital was erected in the third century BC by Emperor Ashoka

to mark the spot where Buddha first proclaimed his gospel of peace and emancipation to the four quarters of the universe. The national emblem is thus symbolic of contemporary India's reaffirmation of its ancient commitment to world peace and goodwill.

The four lions (one hidden from view) – symbolising power, courage and confidence – rest on a circular abacus. The abacus is girded by four smaller animals—**Guardians of the four directions: The Lion of the North, The Bull of the West, The Horse of the South and The Elephant of the East.**

The abacus rests on a lotus in full bloom, exemplifying the fountainhead of life and creative inspiration. The motto 'Satyameva Jayate' inscribed below the emblem in Devanagari script means 'truth alone triumphs'.

Date: 26 January 1950

### **Constitution of India**

India, also known as Bharat, is a Union of States. It is a Sovereign Socialist Secular Democratic Republic with a parliamentary system of government. The Republic is governed in terms of the Constitution of India which was adopted by the Constituent Assembly on 26<sup>th</sup> November 1949 and came into force on 26<sup>th</sup> January 1950.

The Constitution provides for a Parliamentary form of government which is federal in structure with certain unitary features. The constitutional head of the Executive of the Union is the President.

As per Article 79 of the Constitution of India, the council of the Parliament of the Union consists of the President and two Houses known as the Council of States (Rajya Sabha) and the House of the People (Lok Sabha).

Article 74(1) of the Constitution provides that there shall be a Council of Ministers with the Prime Minister as its head to aid and advise the President, who shall exercise his/her functions in accordance to the advice. The real executive power is thus vested in the Council of Ministers with the Prime Minister as its head.

## **Parliament**

Parliament is the supreme legislative body of India. The Indian Parliament comprises of the President and the two Houses-Lok Sabha (House of the People) and Rajya Sabha (Council of States). The President has the power to summon and prorogue either House of Parliament or to dissolve Lok Sabha.

The Constitution of India came into force on January 26, 1950. The first general elections under the new Constitution were held during the year 1951-52 and the first elected Parliament came into being in April, 1952. Fourteenth Lok Sabha in May, 2004 and Fifteenth Lok Sabha in April, 2009.

## **PEOPLE**

Information about Indian Citizens

<b>Particulars</b>	<b>Description</b>
<b>Population</b>	India's population, as on 1 March 2011 stood at 1,210,193,422 Billion (623.7 million males and 586.4 million females)
<b>Population Growth Rate</b>	The average annual exponential growth rate stands at 1.64 per cent during 2001-2011
<b>Birth Rate</b>	The Crude Birth rate was 18.3 in 2009
<b>Death Rate</b>	The Crude Death rate was 7.3 in 2009
<b>Life Expectancy Rate</b>	65.8 years (Males); 68.1 years (Females) in the period 2006-2011
<b>Sex Ratio</b>	940 according to the 2011 census
<b>Nationality</b>	Indian
<b>Religions</b>	According to the 2001 census, out of the total population of 1,028 million in the Country, Hindus constituted the majority with 80.5%, Muslims came second at 13.4%, followed by Christians,

## Languages

Sikhs, Buddhists, Jains, and others.

## Literacy

There are 22 different languages that have been recognised by the Constitution of India, of which Hindi is an Official Language. Article 343(3) empowered Parliament to provide by law for continued use of English for official purposes.

According to the provisional results of the 2011 census, the literacy rate in the Country stands at 74.04 per cent, 82.14% for males and 65.46% for females.

## GOVERNMENT

Particulars	Description
<b>Country Name</b>	Republic of India; Bharat Ganrajya
<b>Government Type</b>	Sovereign Socialist Democratic Republic with a Parliamentary system of Government.
<b>Capital</b>	New Delhi
<b>Administrative Divisions</b>	28 States and 7 Union Territories.
<b>Independence</b>	15 <sup>th</sup> August 1947 (From the British Colonial Rule)
<b>Constitution</b>	The Constitution of India came into force on 26 <sup>th</sup> January 1950.
<b>Executive Branch</b>	The President of India is the Head of the State, while the Prime Minister is the Head of the Government, and runs office with the support of the Council of Ministers who form the Cabinet Ministry.
<b>Legislative Branch</b>	The Indian Legislature comprises of the Lok Sabha (House of the People) and the Rajya Sabha (Council of States) forming both the Houses of the Parliament.

**Judicial Branch**

The Supreme Court of India is the apex body of the Indian legal system, followed by other High Courts and subordinate Courts.

**Flag Description** The National Flag is a horizontal tricolour of deep saffron (kesaria) at the top, white in the middle, and dark green at the bottom in equal proportion. At the centre of the white band is a navy blue wheel, which is a representation of the Ashoka Chakra at Sarnath.

<http://india.gov.in/knowindia/profile.php>

**SOUTH ASIAN ASSOCIATION FOR REGIONAL COOPERATION (SAARC)****Core countries**

With the core seven countries, the area covers about 4.48 million km<sup>2</sup> (1.7 million mi<sup>2</sup>), which is 10% of the Asian continent or 2.4% of the world's land surface area. They account for about 34% of Asia's population (or over 16.5% of the world's population) and are home to a vast array of peoples.

country	Population (2009-2012)	Capital	Currency	Government	Official languages
 Bangladesh	152,518,015	Dhaka	Taka	Parliamentary democracy	Bengali
 Bhutan	697,000	Thimphu	Ngultrum, Indian rupee	Constitutional monarchy	Dzongkha
 India	1,210,193,422	New Delhi	Indian rupee	Federal republic, Parliamentary democracy	Hindi, English
 Maldives	396,334	Malé	Rufiyaa	Republic	Dhivehi

Nepal	29,331,000	Kathmandu	Nepalese rupee	Democratic Republic	Nepali
Pakistan	179,800,000	Islamabad	Pakistani rupee	Islamic Republic	Urdu, English
Sri Lanka	20,238,000	Sri Jayawarde napura-Kotte	Sri Lankan rupee	Democratic Socialist Republic	Sinhala, Tamil
Afghanistan*	652,230	Kabul	Afghani	Islamic Republic	Pashto, Dari

### Religions

Further information: Religion in Bangladesh, Religion in Bhutan, Religion in India, Religion in Nepal, Religion in Pakistan, and Religion in Sri Lanka

About 64% of the South Asia population is Hindu, 33% is Muslim, 2% is Buddhist and 1% is Christians. In South Asia Hinduism and Islam and in some of its countries Buddhism are the dominant religions. Other Indian religions and Christianity are practiced by significant number of people.

Historically, fusion of Indo-Aryan Vedic religion with native South Asian non-Vedic Shramana traditions and other Dravidian and local tribal beliefs gave rise to the ancient religions of Hinduism and Jainism. As a consequence, these two religions share many similar cultural practices, festivals and traditions.

Arabs brought the Abrahamic religion of Islam to South Asia, first in the present day Kerala and the Maldives and later in Sindh, Balochistan and much of Punjab. Subsequently, Muslim Turks/Pashtuns/Moghuls furthered it not only among the Punjabi and Kashmiri people but also throughout the Indo-Gangetic plains and farther east, and deep south up to the Deccan.

Afghanistan	Islam (99%), Hinduism, Sikhism and Christianity (1%)
Bangladesh	Islam (89.5%), Hinduism (0.5%), Buddhism (0.7%), Christianity (0.3%)
Bhutan	Buddhism (73%), Hinduism (25%)
Burma	Theravada Buddhism (89%), Islam (4%), Christianity (Baptist and Roman Catholic) (4%), Animism (1%), Others (including Hinduism) (2%)
India	Hinduism (80.5%), Islam (13.4%), Christianity (2.3%), Sikhism (1.9%), Buddhism (0.8%), Jainism (0.4%), Others (0.6%)
Maldives	Sunni Islam (100%) (One must be a Sunni Muslim to be a citizen on the Maldives <sup>[81][82]</sup> )
Nepal	Hinduism (80.6%), Buddhism (10.7%), Islam (4.2%), Kirat (3.6%)
Pakistan	Islam (96.28%), Hinduism (1.85%), Christianity (1.59%), Ahmadiyya (0.22%)
Sri Lanka	Theravada Buddhism (70.42%), Hinduism (10.89%), Christianity (Mostly Catholic) (9.73%), Islam (8.78%), Others (0.13%)

#### Members of SAARC

##### Current members

1. Afghanistan \*
2. Bangladesh
3. Bhutan
4. India
5. Maldives
6. Nepal
7. Pakistan
8. Srilanka

##### Observers

- Australia
- China
- European Union
- Japan
- Iran
- Mauritius
- Myanmar
- South Korea
- United States

Country	Capital
Algeria	Algiers
Botswana	Gaborone
Cameroon	Yaoundé
Congo Formerly Zaire	Kinshasa
Côte d'Ivoire (Ivory coast)	Aboisso
Egypt	Cairo
Ethiopia	Addis Ababa
Ghana	Accra
Kenya	Nairobi
Libya	Tripoli
Namibia	Windhoek
Nigeria	Abuja
Afghanistan	Kabul
Bahrain	Manama
Bangladesh	Dhaka
Bhutan	Tashihthu