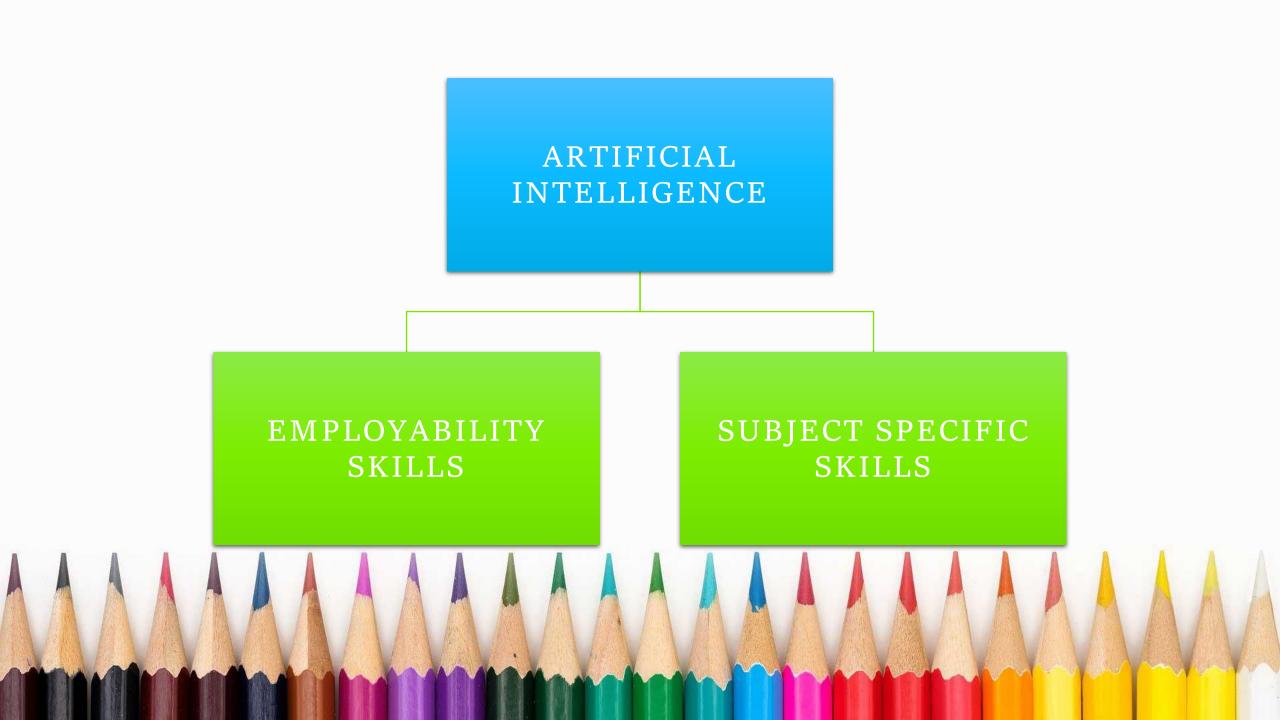




ENTREPRENEURIAL SKILLS-I

ICT SKILLS-I

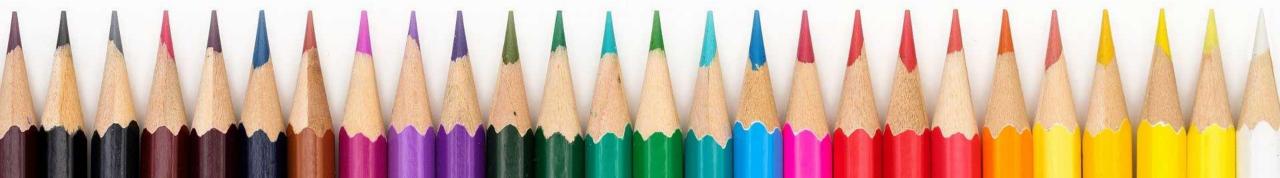




SELF-MANAGEMENT means managing yourself. It's taking the responsibility of managing our own behaviour and actions. It is basically the ability to organize yourself with positive energy for the overall development in professional, personal and social life.

Magical words which we often say to ourselves.....

After every exam we often say this to ourselves that next time I will study hard and do well.



POITIVE RESULTS OF SELF-MANAGEMENT SKILLS-I

It helps in the overall development of a person.

It brings strong organizational skills that help streamline your work.

It is always result oriented.

It helps you to stay focused on your goals.

It makes you a responsible person as you are accountable to yourself for your efforts and hard work.

It develops strong competitive spirit so that we are able to handle it in a healthy manner.

It makes you a responsible person as you are accountable to yourself for your efforts and hard work.

It develops self-confidence as we trust our own abilities.

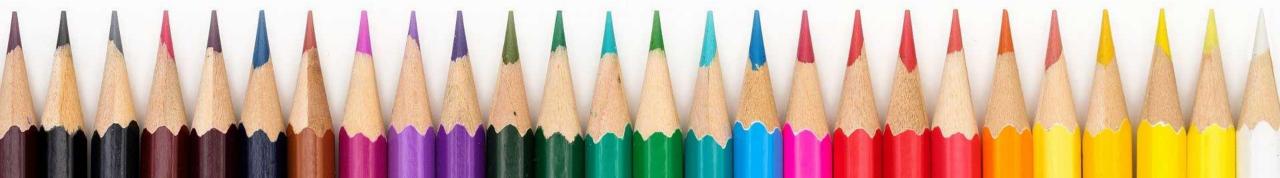
<u>Self-Awareness</u>, it is awareness of your own personality. For eg, If, I am good at fine arts, I will surely volunteer to participate in drawing competition.

<u>Self-Confidence</u>, it is the trust in your own abilities, qualities and judgement. For e.g., it's a sense of self-confidence that takes a person on stage to speak in a public gathering.

<u>Self-Motivation</u>, it is the force that drives you to do the things. For e.g., it's only self-motivation that makes a good sportsperson.

Self-Control, it is the ability to manage your impulse, emotions and behavior. For e.g., Indian system fasting is an excellent example of self-control.

<u>Self-Commitment</u>, it is the state of being committed to yourself and being loyal to your actions. For e.g., Completing your School Project on your own without any help.



Problem Solving, it is an analytical skill that helps identifying a problem and finding a possible solution to it. For eg, A teacher has to find on her/his own how he/she can improve the performance of students.

<u>Positive Thinking</u>, it is the optimistic approach to handle different situations in life. For eg, A student securing bad marks will reason out with positive thinking that his efforts were not upto the mark.

Stress Management, it is the technique to handle the levels of stress in day to day life by taking charge of your emotions, efforts, thoughts and surroundings. Focus on what makes you feel calm and in control. For eg, Shifting to a new house with things scattered all over brings a lot of stress.

<u>Time Management</u>, it is the method of planning and balancing your time to meet your everyday targets. For eg, Meeting the deadline of the project assigned in a class.

<u>Organizational Skills</u>, it is the ability to plan and organize a given task in an effective manner. For eg, A student needs to have necessary material for the assigned activity, stay in their seat, and complete required work before going to the next assignment.



Identify Self-Management Skill that is represented by the following:-

Your study table is cluttered. Your mother asked you to stack your books properly. Organizational Skills

Your friend instigated you for a fight. You kept your calm. **Stress-Management**

Everyday morning you get up at 05:00 am for Yoga. **Self-Motivation**

You are allowed to eat chips only on Fridays. Self-Control

You volunteered for a role play in the class. Self-Awareness

Who am I??



Knowing yourself

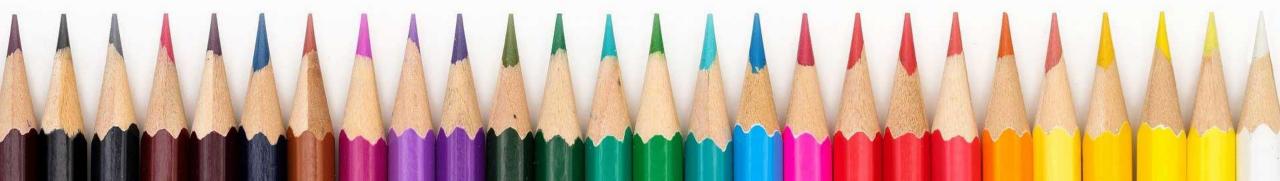
Strengths

Weakness

Strength, is the quality or the state of being physically and mentally strong.

Example of strengths are:-

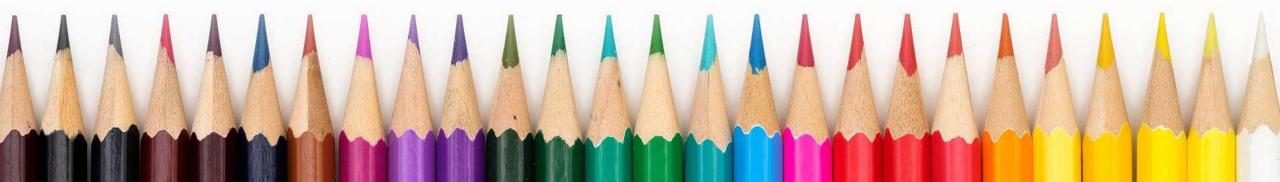
- ➤ Good in specific sports
- Focused in life
- > Emotionally very strong
- ► Have strong self-control
- Not afraid of darkness
- > Very innovative
- Disciplined
- > Respectful
- > Versatile
- ➤ Good Interpersonal Skills
- ➤ Healthy eating habits
- ➤ Good Communication Skills



Weakness, are the areas of improvement in your personal and social life.

Example of weaknesses are:-

- ➤ Stage Fear
- Negative Attitude
- Conservative Personality
- Lazy and laid back attitude
- > Insecurity
- Rigid
- ➤ Unhealthy habits
- Lacking Presentation Skills



Self-Confidence, it is the trust in your own abilities, qualities and judgement.

Steps for Building Self-Confidence:-

Focus on your achievement and learn from failures. The first and the foremost step in building self-confidence is to focus on your strengths and let your failures inspire you.

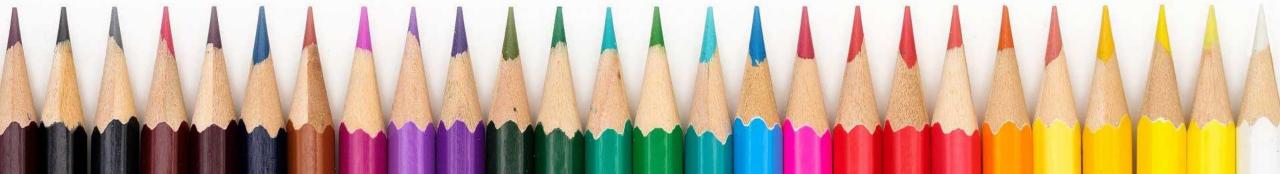
"Failures are foundation stones of the Success Forts"

- Think of your abilities and strengths. A self-confident person always tries to sharpen on his strong points.
- Develops a positive attitude. Remember that you can control your attitude.

The saying of half empty and half-filled glass is an old one.

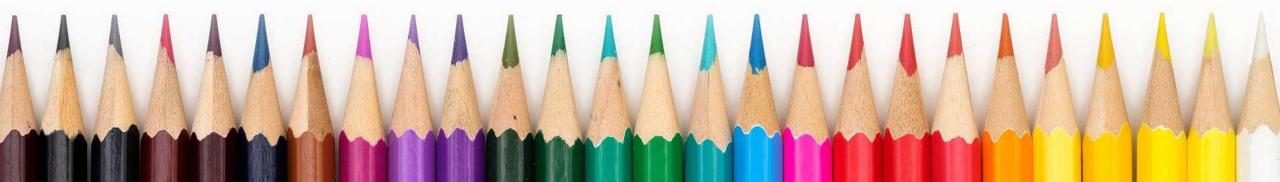
"As of today, the thought that we have glass and water should be good enough to make us feel positive."

- > Set a goal for yourself. Plan the steps you must take to realize your goals, its boosts up your confidence.
- Act confidently. It is a trait, all confident people possess. It is only you who can point your mistakes.



Qualities of Self-Confident Person

- ➤ Hardworking
- ➤ Positive Attitude
- > Self-belief
- **≻**Committed
- **≻**Focused
- Know strength and weakness



Self-Confidence Building tips....

- Think positive and get rid of any negative feelings. Stay Positive
- \succ Be thankful and grateful to everyone around us and always be kind to others. $\,\,\, {
 m Have}\,\, {
 m Gratitude}$
- Take a bath every day and keep hair, teeth, fingers and skin clean to take care of body and mind.

 Personal Hygiene
- > Apart from academics, the only source of knowledge is experience. "Experience is the teacher of all things."
- > Dream enormously big and then work towards achieving your goals. Goals need not be achieved always, but it leads you to move closer towards them.

Use your experience

Set a Goal for Yourself

