

Where are you driving yourself to now? Rise up, break new territories and live life as if you are perfect and the leader of your own caliber.

Making commitments with yourself and properly scheduling the things in & around yourself is the key to perfection. Self-management is the modus of using the traits of one's personality in a righteous & authoritative way which leads to perfection. It is the act or manner of organizing the skills that belong to inner-self of an individual. It gives the strength to an individual to effectively nurture & utilize his other skills.

Self-management includes goal setting, planning, scheduling, self-development and continuous learning. In general you are playing your own manager's role.



POSITIVE RESULTS OF SELF-MANAGEMENT

Self-management skills help us to manage our thought process, emotions, inner resources and enables to handle situations with positivity & confidence.

It is an important element for both personal and professional life as it helps you to be more productive and contribute to ourselves. It inculcates confidence within an individual to face & handle different situations in life.

Effective self-management helps to strengthen ones identity or impression, to make the situations more positive and to lead an organized and comfortable life more smartly. Moreover, it also helps to avoid performing under pressure and stress related with the situation.

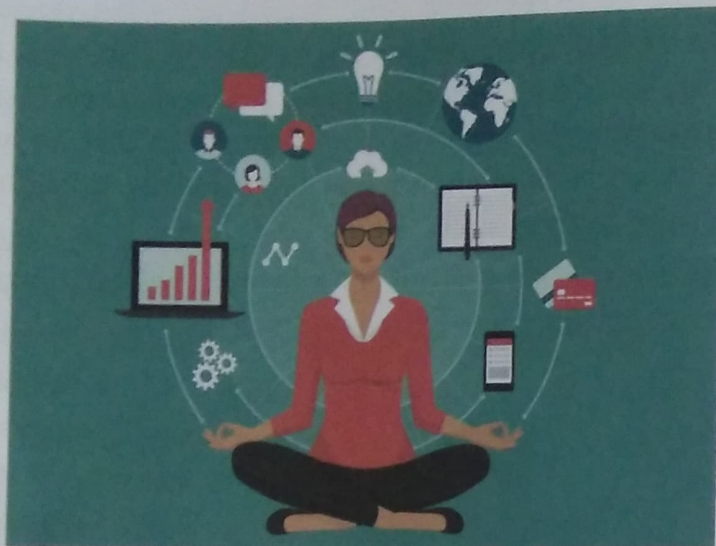
Implementation of self-management skills can bring a positive change in our living style. It turns



one into an energetic individual, it makes us capable to manage the stress and it makes our work or assignments more interesting and creates a positive aura around oneself.

Keys of Self-Management

There are many keys of self-management that helps in regulating our day to day activities while dealing with multiple aspects of life. Some of them are:



Self-Awareness: Self-awareness is having a clear perception of your personality. It helps to realize one's true potential, likes, dislikes, strengths and weaknesses.

Self-Control: Self-control is the ability to regulate one's emotions, thoughts and behavior in the face of temptations and impulses. This is the skill that we all possess and we can give ourselves little credit for it.

Self-Confidence: Self-confidence is the belief in oneself and self-affirmation of completing any kind of task. It relates to self-assurance to handle adverse situations with positivity.

Problem Solving: It is being fearless in the face of any difficult situation and finding solution to any kind of problem.

Self-Motivation: It is an approach to keep oneself positive, motivated, encouraged and energetic.

Personal Hygiene and Grooming: It is the habit of keeping oneself clean, healthy and smart while presenting oneself.

Positive Thinking: Some find solution to any problem whereas, some find problems in different situations. Positive thinking enables a person to find a positive outcome in every problem and situation.

Time Management: It is an art of scheduling the work, keeping the punctuality and adhering to the time bound commitments. We all know time is precious. Learning this skill will help you to judiciously use time and prioritize the things you need to do.

Stress Management: It is the art of handling pressurized situations by keeping oneself cool and



calm with patience. Every job has some kind of stress. To avoid being in stress we need to be very resistible.

Self-discipline: It is a characteristic that helps one to adhere to punctuality, self-discipline, positive habits. Self-discipline often means putting off your immediate comfort and wishes in favor of long term success.

Activity : Organizing a Workshop

Organize a self-improvement workshop.

Make two different groups of students to prepare a Presentation; Group 'A' on 'Self-Control' similarly, Group 'B' on 'Time-Management'.

Each student will come one by one and give a lecture on the given topic.

This activity will enhance self-management skill, spoken power and team spirit among students.

SELF-CONFIDENCE

Each time we face our fear, we gain strength, courage and confidence in the process. With realization of one's own potential and self-confidence in one's ability, one can build a better world. One's faith on himself or his caliber is self-confidence. It is a kind of self-belief and positivity that makes one realize about his/her worth or strengths. Self-confidence is not an inherited trait, rather it has to be generated.



There are some social, cultural and physical factors, which also play a vital role in building self-confidence:

Social Factors: It is pre-evident that man is a social animal. We experience positivity and



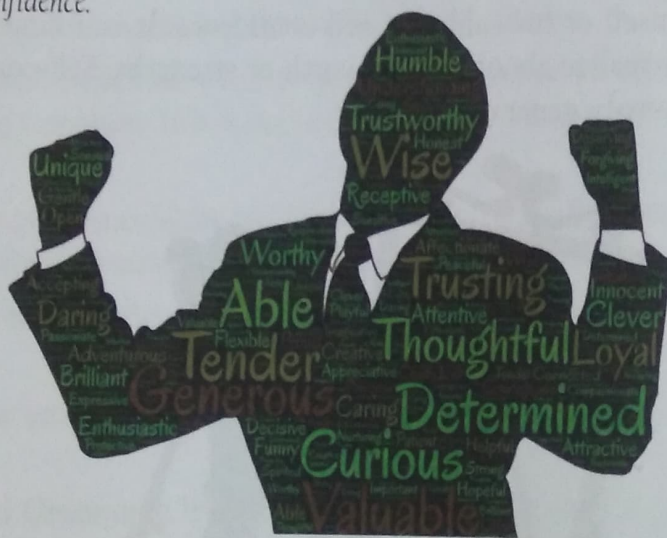
confidence when people appreciate our effort and respect us. It can be understood simply that when a man is in a comfortable, friendly environment, he forgets his weaknesses, flaws and incapacities, rather he generates self-confidence and starts using his qualities more rationally and takes more interest in social issues too. Hence, the social factor plays an important role in confidence building as he takes positive inputs from the society around him and gives back the same.

Cultural Factor: In this scientific era, where technology has excelled so much, we Indians still didn't forget our culture, family values and ethics. Our traditional culture holds an important position in our lives. Keeping or sticking to cultural habits or traditional ethics, a strong value system or self-recognition is felt in personality of a person and such feeling gives more of self-confidence.

Physical Factors: People who have well maintained physique, healthy and are presentable are more confident of their own self and their behavior tend to be much more positive and impressive as compared to others. Doing physical exercise or workout, makes us physically fit and provides strength to our inner self. That enables to have self-confidence as we feel stronger from body and mentally too.

SELF-CONFIDENCE BUILDING TIPS

Up-to 85% of the world's population is thought to be affected with low self-esteem but there are various ways to build up/boost up self-confidence.



Avoid Negative Thoughts: In some or the other stages of our life, almost each of us face some kind of failure and in such situations we feel insecure. Although, it is normal to have a defeated feeling occasionally, which goes away with time, but if we have long negative thoughts, then we must start thinking about the other positive aspects of our life, especially at the things we are good at, or about our strengths, skills. In time of distress, we must spend time with friends and family while going through a tough time, keep ourselves engaged and surrounded with positive people and do the things that we like to do most, and try to remember the successful events & time of life. Such approach will avoid depression and build self-confidence.



Think Positively: It is a state of mind where we act and see things with positive approach. We must always believe that there will be surely a favorable outcome after any adverse situation. A happy state of mind also depends on the environment we are living in, or the kind of people we are surrounded with. We should never leave hope.

Staying Happy with Small Things: Sometimes even very small things in our life serves as the source of great pleasure. Always realize that we are blessed to have this gift of life and find joy in little events, jokes, talks. Being happy with what we have around us makes us joyous and satisfied. So, try to make the moments of life full of laughter & smiles as it gives satisfaction and it is the main factor which gives self-confidence.

Staying Clean, Hygienic and Smart: Cleanliness is next to Godliness. Our personal hygiene routine and organized lifestyle will make us feel more confident while interacting with others because maintaining cleanliness is a physical factor which helps in building self-confidence.

Chatting with Positive People: Having conversation with persons who have positive approach towards life is like reading a motivational book. Their words help us in many ways; we get motivated after learning from their experiences. They act as a guide in our life, which encourages us to do well. It also works as a stress buster and enhances confidence to a great extent.



1. Fill in the Blanks:

- (a) gives the strength to an individual to effectively nurture & utilize his other skills.
- (b) is being fearless in the face of any difficult situation and finding solution to any kind of problem.
- (c) is an approach to keep oneself positive, motivated, encouraged and energetic.
- (d) Personal and is the habit of keeping oneself clean, healthy and smart while presenting self.

2. Write short notes on:

- (a) Self-Awareness
- (b) Self-Control
- (c) Self-Confidence
- (d) Stress Management

3. Answer the following Questions:

- (a) What is self-management skill?
- (b) Explain the Positive results of self-management.
- (c) What is Time Management?
- (d) Explain the factor that plays a vital role in building self-confidence.

