

2. Working Independently

Ques. What is independent working?

Ans. Independent working means one must be able to handle the situations on one's own.

Important things about independent working are:

- ① Taking full responsibility of the work.
- ② Taking ownership or accountability.
- ③ Taking challenge of doing unsupervised work.
- ④ Completing work in stipulated time and in a particular budget.

Advantage of independent working :

- ① You are your own boss.
- ② You can work at your own pace.
- ③ It is easy to focus as there is no disagreement.
- ④ Task completion is fast as there are no meetings and other formalities.
- ⑤ If you succeed, you will get the full credit.

Ques. what is working style for independent working?

Ans. one must develop a work style that imbibes following things -

① Be own supervisor, Critic and Guide

one should be a critic of oneself and keep a strict monitoring.

one should always see scope of improvement.

② Clear about your objectives

• Firstly, we should decide objective with respect to the work that we are doing.

• Secondly, actions to be taken for achieving our goals.

③ Always take initiatives

④ one should be fully committed to his/her work.

⑤ we should always balance our work-life. This would reduce our mental stress and help us to obtain maximum results.

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⑥ whenever you are committing mistakes, accept them

⑦ one should be able to handle pressure situations at work-place.

Ques. How to do Action planning?

Ans. An independent worker plans actions to complete his/her tasks:

- ① Goal setting - one should set his/her goals in following ways -
 - (i) Short term objectives
 - (ii) medium term objectives
 - (iii) long term objectivesstep is to set
- ② Planning - Next plans as per objectives
- ③ Timeline - order of completing tasks is given in this step.
- ④ Time management - This step is about prioritising various tasks for completing the required objectives.

One must adjust himself/herself as per the time limits.

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Ques. what are the qualities for independent working?

Ans. The qualities that one must have for independent working are under:

- ① Self-Awareness
- ② Self-Motivation
- ③ Self-Regulation

① Self-Awareness The understanding of one's SWOT → Strength
Weakness
opportunities
Threats and
so forth with a knowledge of how one can
utilise these.

② Self-Motivation It is an ability to do things and take challenges by yourself.

- It is a fire within that lights our path.
- Self-motivation drives us to do and achieve our goals.

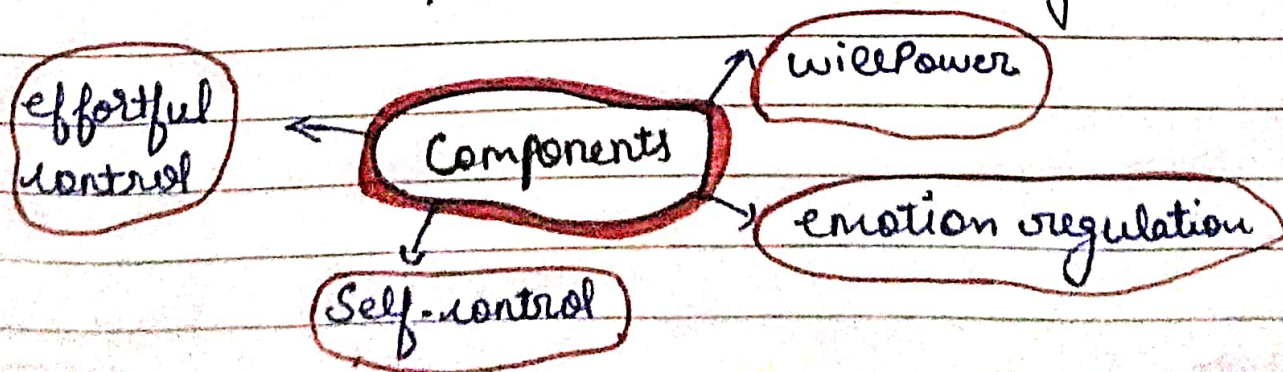
Self-Motivating

Techniques that one could use to accomplish various goals and objectives:

- ① Decide everyday target
- ② Visualize the desired result i.e. picture the result that you would attain from a particular task.
- ③ Understand your strengths and interests - Set up your milestones of things in which you are good at.
- ④ Monitor your progress always use some indicators through which you can monitor your progress.

③ Self-Regulation - It is the act of managing one's thoughts and feelings.

- one should have control over - behavior and impulses
- A Self-Regulated individual always solves his/her problem constructively (or creatively.)



3. Practical Stress Management Activities for Students

- (1) Deep Breathing Practice
 - (2) Practice Progressive Relaxation
 - (3) Guided Imagery
- } Techniques & Exercises for Stress Management