**Self-management** is the ability to regulate (control) one's emotions, behavior, and time to achieve personal or professional goals. It involves setting priorities, self-discipline, effective decision-making and adapting to challenges independently.

Self-management, also referred to as ‘self-control,’ is the ability to control one’s emotions, thoughts and behavior effectively in different situations. This also includes motivating oneself, and setting goals.

Example: a student practicing self-management plans their study schedule, avoids distractions like social media, and completes assignments on time without external reminders.

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Note :Emotion = a strong feeling such as love, anger, fear, etc.

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

* **Stress Management**
* **Self-awareness**
* **Self-Motivation**
* **Set goals**
* **Time Management**

**Stress** is how your body and mind react when you face something challenging, like a problem or a big task. It can sometimes help you focus, but too much stress can make you feel upset or tired.

**Stress** is a physical or emotional, and mental response to challenges or pressures that feel overwhelming or difficult to manage. For students, it often arises from academic workload, exams, or balancing studies with personal life.

**Example**: A student feels anxious and struggles to sleep due to an upcoming exam and the pressure to perform well.

Stress can be categorized into two main types:

1. **Good Stress (Eustress)**
   * Positive stress that motivates you to perform better and achieve goals.
   * Example: Preparing for a competition or starting a new job, where the challenge feels exciting and manageable.
2. **Bad Stress (Distress or Chronic Stress)**
   * Negative stress that feels overwhelming and affects your well-being.
   * Example: Struggling to meet multiple deadlines, leading to anxiety and exhaustion.

Note: **Chronic Stress**

* Long-term stress caused by persistent problems or situations.
* Example: Ongoing financial difficulties or family conflicts.

**Good stress (eustress)** can have positive effects and symptoms that indicate you're challenged in a healthy way. These symptoms typically boost performance and motivation.

**Physical Symptoms**

* Increased energy and alertness
* Faster heartbeat and breathing (but not overwhelming)
* Excitement or a sense of readiness

**Emotional Symptoms**

* Feeling motivated and focused
* A sense of accomplishment or anticipation
* Positive excitement or enthusiasm

**Behavioral Symptoms**

* Proactively working toward goals
* Better problem-solving and creativity
* Taking on challenges with confidence

**Example**: Feeling nervous but excited before giving a presentation, which pushes you to prepare thoroughly and perform your best.

Some Symptoms of Bad Stress:

* Headaches or migraines
* Fatigue and low energy
* Muscle tension or pain
* Sleep problems (insomnia or oversleeping)
* Stomach issues (nausea, indigestion)
* Irritability or mood swings
* Difficulty focusing or making decisions
* Constant worry or negative thoughts
* Memory loss
* Depression

**Q: What is Stress Management?**

**Stress management** refers to the techniques and strategies used to control, reduce, or cope with stress in healthy ways.

It involves identifying stressors, managing reactions, and taking steps to maintain physical and emotional well-being.

Stress Management Techniques:

* **Exercise Regularly**: Activities like walking, running, yoga, or strength training can release **endorphins**, improving mood and reducing stress hormones.
* **Deep Breathing**: Techniques such as diaphragmatic breathing or the 4-7-8 method help lower heart rate and promote relaxation.
  + Example: Inhale for 4 seconds, hold for 7 seconds, exhale for 8 seconds.
* **Adequate Sleep**: Aim for 7-9 hours of quality sleep, and establish a bedtime routine to regulate your sleep cycle.
* **Mindfulness and Meditation**.
* **Cognitive Behavioral Techniques**: Identify and challenge negative thought patterns to reshape your perspective.
* **Prioritization and Time Management**: Use tools like to-do lists or planners to manage tasks effectively, reducing the overwhelm of disorganization.
* **Social Connection**: Talking to a trusted friend, family member, or counselor can help you process emotions and gain support.
* **Journaling**: Writing down your feelings can help clarify thoughts and release pent-up emotions.
* **Laughter Therapy**: Watch something funny or engage in activities that bring joy, as laughter **decreases stress hormones like cortisol.**
* **Setting Boundaries**: Learn to say no and delegate responsibilities to prevent overcommitment.
* **Artistic or Creative Outlets**: Activities like drawing, painting, or playing music can shift focus away from stress.
* **Nature Exposure**: Spending time in green spaces or near water can promote relaxation and mental clarity.
* **Healthy Eating**: Consume a balanced diet rich in whole foods to stabilize blood sugar and avoid stress-inducing spikes and crashes.
* **Limit Stimulants**: Reduce intake of caffeine, alcohol, and nicotine, which can exacerbate stress.
* **Structured Breaks**: Use techniques like the Pomodoro Technique to incorporate rest during work or study.
* **Going On Vacations with Family and Friends:** Vacations provide an opportunity of taking a holiday from our routine and appreciate different facets of life. Vacations can be taken up to friends and relatives’ place as well as to far flung attractive locations. Vacationing helps in de-stressing individuals.

**Controlled Distraction**: Take a short break to engage in an activity you enjoy, even if it's for 5 minutes.

By consistently practicing a combination of these techniques, you'll build resilience and improve your ability to manage stress over time.

**Importance of Stress Management:**

Stress management is vital because it leads to following benefits:

• Improves mood

* Maintaining Health

• Boosts immune system

• Promotes longevity

• Leads to burst of physical strength, which is vital for reaching goal

• Complete mental and physical engagement for task accomplishment

• Increases efficiency and effectiveness

• Prevents psychological disorders and behavioral problems

**Emotional Intelligence**

Emotional intelligence is the ability to identify and manage one’s own emotions, as well as the emotions of others and take appropriate actions.

**Self-Awareness:**

Broadly It means – “Know yourself”.

“Self-Awareness is the full understanding of self in terms of strengths, weaknesses, thoughts, hobbies, interests, beliefs and so forth with a knowledge of how one can utilize these.”

It allows you to understand other people ­­­---- how they perceive you, your attitude, and your responses.

**Benefits of self-awareness:**

* It will help you in converting your weakness into strength and strength into an exceptional talent.
* If you are self-aware, you are more confident, innovative and empathetic.

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Enthusiasm = Zeal or High-level energy to do work

Urge = Strong will

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Motivation means desire or willingness to do something; enthusiasm.

This willingness is the result of some force. When this force comes from within and drives us to achieve or accomplish something. It is called self-motivation.

Simply we can say, self-motivation is the inner urge, willingness, eagerness that push us to achieve our goals, feel happy and improve our quality of life.

“**Self-Motivation is ability to do things on your own without being told to do so. It is a fire within that lights our path and drives us to do and achieve something.”**

Basically, there are 2 factors of motivation:

Internal: Peace of mind, Love, Joy, Fear etc.

External: Reward, Incentives, Promotions, Punishments, Failure

**Self-regulation** is the ability to manage your emotions, thoughts, and behaviors in different situations. It helps you stay in control, make good decisions, and work towards your goals.

Components of Self-Regulation:

* Will power
* Emotion Regulation
* Effortful Control
* Self-control

**Goal:** It is a task or target or an objective that is completed within some specific time.

**Goal Setting:** is the process of planning and taking active steps to achieve a specific goal.

SMART Goals: SMART is an acronym used for goal setting.

S= Specific

M= Measurable

A= Achievable

R= Relevant

T= Time bound

**TIME MANAGEMENT**

Time management is the skill of organizing and planning how to divide your time between tasks effectively. It helps you prioritize activities to work smarter, meet deadlines, and achieve goals efficiently.

**Significance of Time Management:**

* **Increase productivity**: By prioritizing tasks, you can accomplish more in less time.
* **Reduce stress**: Effective planning prevents last-minute rushes and keeps you organized.
* **Achieve goals**: It ensures you stay focused and meet deadlines, leading to personal and professional success.
* **Balance life**: Managing time well allows for work, rest, and leisure, promoting a healthier lifestyle.
* **Boost self-discipline**: It encourages accountability and better decision-making.

Steps for effective time management:

1. Organize: Planning out your time in advance is the most important element of good time management. Divide your project into task, sub-tasks and activities and plan out a time for them.
2. Prioritize your task as per the urgency and importance.
3. Control: Monitor the working
4. Track the time for completing the task by using time-tables, diary, to do list etc

