

# SELF MANAGEMENT SKILLS

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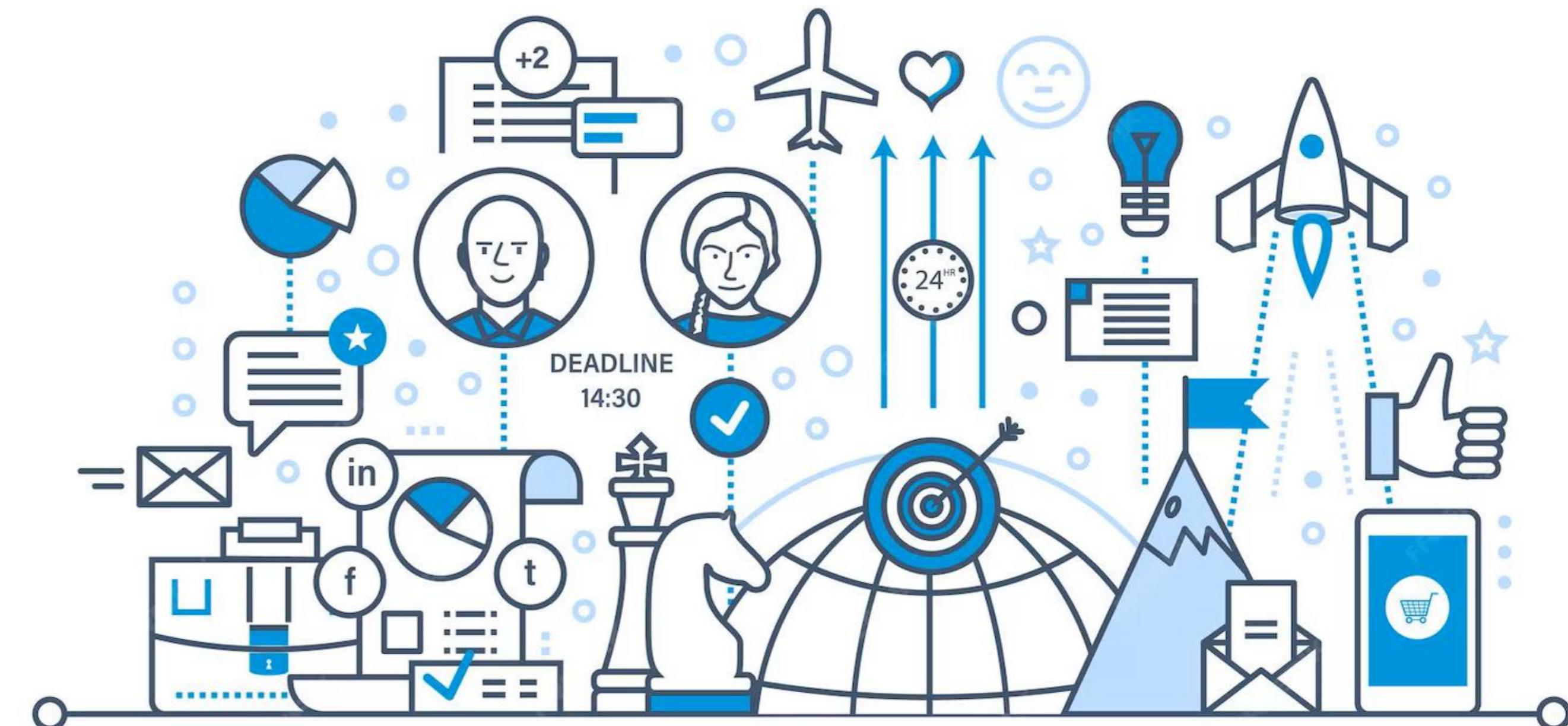
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## SELF MANAGEMENT

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## WHAT IS STRESS MANAGEMENT?

Stress is the body's reaction to any change that requires adjustment or response.

**Stress Management** refers to techniques and strategies used to handle stress effectively.

Goal: To maintain emotional stability, productivity, and health under pressure.

## CAUSES OF STRESS

- Academic pressure and deadlines
- Personal or family issues
- Unclear goals and expectations
- Peer pressure or social comparison
- Poor time management

## SYMPTOMS OF STRESS:

- **Physical:** Headaches, fatigue, disturbed sleep
- **Emotional:** Irritability, anxiety, low motivation
- **Behavioral:** Procrastination, overeating, withdrawal
- **Cognitive:** Difficulty concentrating, negative thinking

## TECHNIQUES TO MANAGE STRESS

- **Relaxation Methods:** Deep breathing, meditation, yoga
- **Time Management:** Prioritize tasks and set realistic goals
- **Healthy Lifestyle:** Balanced diet, regular exercise, proper sleep
- **Positive Thinking:** Focus on solutions, not problems
- **Social Support:** Talk to family, friends, or mentors

## BENEFITS OF STRESS MANAGEMENT

- Improved focus and performance
- Better emotional health and decision-making
- Increased energy and motivation
- Stronger relationships
- Overall well-being and life satisfaction

## UNDERSTANDING SELF-AWARENESS

- Self-awareness is the ability to recognize your emotions, thoughts, and behaviors.
- It helps you understand how you respond to situations.
- Foundation of personal growth and emotional intelligence.

## Importance of Self-Awareness

- Helps in setting realistic goals
- Improves relationships and communication
- Enhances decision-making
- Promotes self-confidence and emotional balance

## STRENGTH ANALYSIS

- **Strengths** are qualities or abilities that help you perform well.
- Examples:
  - Good communication
  - Leadership ability
  - Problem-solving skills
  - Creativity and adaptability
- Identify strengths through feedback, reflection, and achievements.

## WEAKNESS ANALYSIS

- **Weaknesses** are areas that need improvement.
- Examples:
  - Poor time management
  - Lack of confidence
  - Difficulty saying “no”
- Ways to improve:
  - Take small steps for change
  - Seek guidance and training
  - Turn weaknesses into learning opportunities

## TOOLS FOR SELF-AWARENESS

- **SWOT Analysis:** Strengths, Weaknesses, Opportunities, Threats
- **Personality Tests:** MBTI, Big Five
- **Reflection Journals**
- **Feedback from Peers/Mentors**
- **Mindfulness Practices**

## WHAT IS SELF-MOTIVATION?

Self-motivation is the inner drive to achieve goals without external pressure. It's about **believing in your purpose and taking consistent action**. Key to success, growth, and resilience.

## COMPONENTS OF SELF-MOTIVATION

- **Desire:** Wanting to achieve a goal
- **Commitment:** Willingness to put in effort
- **Initiative:** Taking proactive steps
- **Persistence:** Continuing despite challenges
- **Optimism:** Believing in positive outcomes

## TECHNIQUES TO BUILD SELF-MOTIVATION

- Set SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Visualize Success
- Reward Yourself for Progress
- Stay Around Positive People
- Track Small Wins

## Overcoming Demotivation

- Identify the reason (fear, failure, fatigue, or distractions)
- Break big goals into smaller tasks
- Rest and recharge when needed
- Focus on purpose, not just results
- Learn from mistakes — treat them as feedback

## BENEFITS OF SELF-MOTIVATION

- Enhances performance and productivity
- Builds resilience and confidence
- Improves focus and goal achievement
- Encourages lifelong learning
- Leads to success and satisfaction

# THANKS