



# SHREE H.N.SHUKLA GROUP OF COLLEGES (Affiliated to Saurashtra University and G.T.U)

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## **SUBJECT: CRITICAL THINKING AND PROBLEM SOLVING**

# **CHAPTER-1:**

| Sr No. | Topic  |
|--------|--|
| 1.     | Self-Awareness<br>Conducting self-assessment exercises,<br>personality tests                   |
| 2.     | Emotional Intelligence<br>Practicing emotional regulation and<br>social skills                 |
| 3.     | Motivation<br>Setting personal and academic goals<br>and developing strategies to achieve them |



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**Q-1: what is Self-Awareness? Conducting self-assessment exercises, personality tests.**

**Ans:**

➤ **Self-awareness means knowing one's**

- 1) Attitudes-Opinion
- 2) Feelings-Emotions
- 3) Motives-Purpose
- 4) Desires-needs
- 5) Strengths-Weakness
- 6) Accurate self-assessment

➤ Being self-aware is all about having an understanding of your own thoughts, feelings, values, beliefs and actions. It means that you understand who you are, what you want, how you feel, and why you do the things that you do.

**What are the four keys areas to self-awareness?**

➤ **Key area means important areas where self-awareness is involved.**

➤ There are many different ways to think about self-awareness, but four keys that are often mentioned includes mindfulness, self-compassion, reflection, and feedback

- 1) Mindfulness: It allows the people to become more aware of themselves in the present
- 2) Self-compassion: It allows them to become more aware of themselves without passing judgment on themselves.
- 3) Reflection and feedback: Allows the people to take what they have learned and improve themselves in order to achieve their goals.

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## What are the five elements of self-awareness?

➤ The five elements of self-awareness's are:

- 1) **Consciousness:** This means being aware of your internal experiences, including your emotions and thoughts.
- 2) **Self-knowledge:** This element is focused on your understanding of who you are, including your beliefs, values, and motivations.
- 3) **Emotional intelligence:** This element is focused on the ability to understand and manage emotions.
- 4) **Self-acceptance:** This aspect is centred on accepting who you are and showing yourself compassion and kindness.
- 5) **Self-reflection:** This element of self-awareness involves being able to think deeply about your feelings, thoughts, and goals in order to gain an even better understanding of who you are and your place in the world.

➤ **Benefits of being self-aware:**

- 1) **Ensures good relation toward others:** When you are self-aware, you are better to others. This can help you build long-term relationships.
- 2) **Improve Critical Thinking Skills:** To become self-aware, reflect on yourself and your actions. You do this by conducting in-depth analysis, which can improve your critical thinking skills.
- 3) **Improve Leadership skills:** Self-awareness in leadership is understanding how your personality, habits and traits affect your

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interaction with others. Self-awareness leads to personal growth and control that can help you improve your leadership capabilities.

- 4) **Provides more self-control:** Being self-aware allows you to understand your emotions but not react to them. This can help you calmly respond to workplace situations because, instead of getting angry, you demonstrate more self-control.
- 5) **Increase Creativity:** Self-awareness can increase your creativity and help you find creative solutions to workplace problems.
- 6) **Increase adaptability:** Being self-aware can help you become adaptable because you have experience implementing changes in your behavior and traits.

➤ **Conducting self-assessment exercises:**

- 1) Mindful Meditation
- 2) Observing others
- 3) Having personal vision
- 4) Journaling: Practice of writing down your feelings, insights, reflections, goals etc.
- 5) Ask people who know you well



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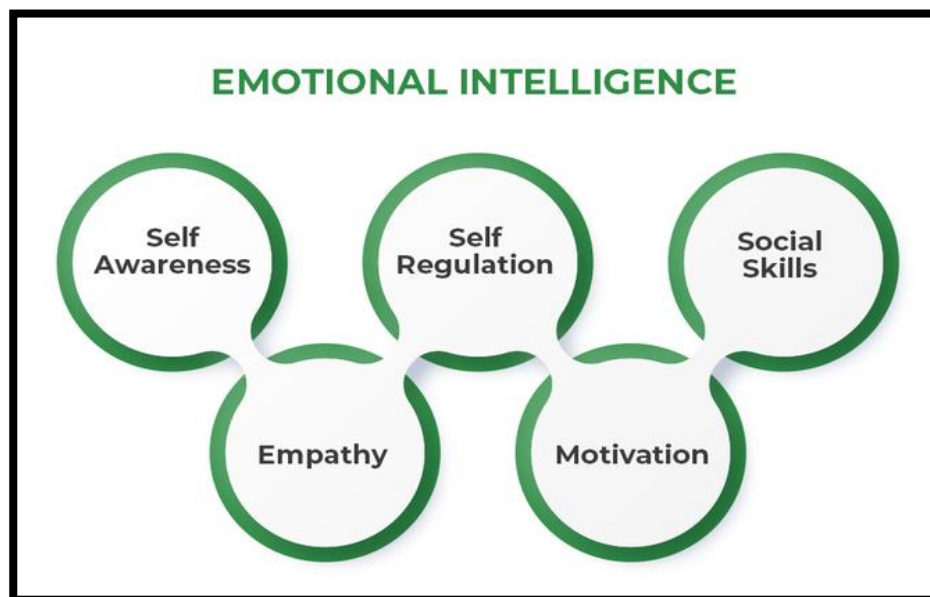
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**Q-2: what is Emotional Intelligence? How to practice emotional regulation and social skills**

**Ans:**

- Emotional Intelligence (EI) is the ability to manage both your own emotions and understand the emotions of people around you.
- There are five key elements to EI: self-awareness, self-regulation, motivation, empathy, and social skills.



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## 1) Self-Awareness: (The knowledge of one's emotions, thoughts, feelings and emotions)

- **Self-awareness means knowing one's** Attitudes-Opinion, Feelings-Emotions, Motives-Purpose, Desires-needs, Strengths-Weakness.
- Developing emotional self-awareness involves taking the time to reflect on one's own emotional experiences, and being open to feedback from others. This can include:

Practicing Mindfulness

Journaling

Seeking the Advice of a Trusted Friend or Mentor

## 2) Self-Regulation: (Managing emotions and actions in variety of environments)

- Self-regulation involves managing one's own emotions and behavior, even in challenging or stressful situations.
- This emotional intelligence skill doesn't mean putting emotions on lockdown and hiding your true feelings—it simply means waiting for the right time and place to express them. Self-regulation is all about expressing your emotions appropriately.
- Those who are skilled in self-regulation tend to be flexible and adapt well to change. They are also good at managing conflict and diffusing tense or difficult situations.
- Improving Self-Regulation involves:
  - Self-reflection
  - Deep Breathing
  - Meditation



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### 3) Motivation: (Capability to set and achieve goals)

- Motivation refers to the capability to pursue one's goals, even in the face of obstacles or setbacks. It involves being able to set and achieve goals, and to stay committed to long-term projects or objectives. People with high motivation are more likely to be victorious in their personal and professional lives, as they are able to stay focused and determined even in the face of adversity.
- Developing motivation involves:
  - Setting clear goals
  - Creating a plan
  - Identifying the values and beliefs that drive one's actions
  - Seeking out sources of inspiration and support

### 4) Empathy: (appreciated another perspective)

- “Only the wearer knows where the shoe pinches” Empathy involves being able to put oneself in someone else's place, and to respond to their needs and feelings with sensitivity and compassion.
- People with high empathy are better equipped to build strong relationships, resolve conflicts, and work effectively in teams.
- Developing empathy involves:
  - Actively listening to others
  - Seeking to understand different perspectives and experiences
  - Practicing acts of kindness or volunteering, which can help build compassion and understanding.

### 5) Social Skills: (Being able to create and maintain healthy relationships)

- Social skills refer to the ability to communicate effectively with others, build and maintain strong relationships, and work collaboratively towards shared goals.
- It involves being able to express oneself clearly and assertively, as well as being able to listen actively and respond with empathy and understanding. People with strong social skills are more likely to be successful in their personal and professional lives, as they are able

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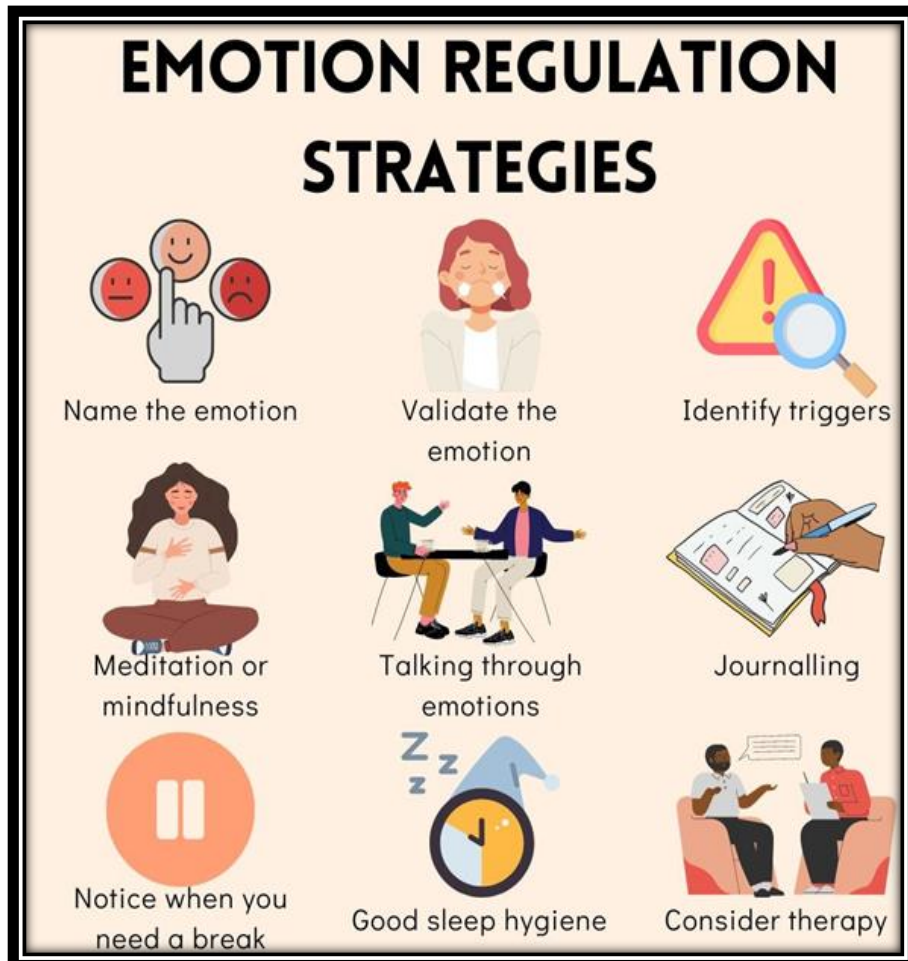
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to build strong networks and work effectively in teams.

- Developing social skills involves:
  - Practicing effective communication (verbally and nonverbally)
  - Seeking out opportunities to collaborate and build relationships
  - Seeking feedback







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### Q-3: Write a short note on Motivation

Ans:

- Motivation is a powerful force that drives individuals towards personal growth and development. It is the inner drive that inspires people to pursue their goals, overcome obstacles, and achieve success.



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- Motivation is essential for personal growth and development because it provides the necessary energy to accomplish one's goals. Without motivation, people may feel discouraged or lack the drive to achieve their aspirations. This lack of motivation can lead to lack of confidence and hinder progress in personal growth and development.

## Features of Motivation:

- 1) **Motivation is an internal feeling:** It is an internal feeling, generated within an individual, which compels him to behave in a particular manner. Feelings like needs, desires, urges, etc., influence human behavior to act in a particular manner.
- 2) **Motivation produces goal-directed behavior:** Employees' behavior is influenced by motivation in such a way that they can achieve their goals. Motivation helps to achieve both organizational as well as individual goals. *For example*, if a person wants to get a promotion, then he will work harder to achieve the goals effectively and efficiently.
- 3) **Motivation can be either negative or positive:** Motivation can be either positive in form of rewards, like additional pay, incentives, promotion, recognition, etc., or negative in the form of force, like punishment, threat of demotion, etc. Positive motivation provides incentives to an individual to achieve the goal, whereas negative motivation creates fear in the mind of individuals in order to influence their behavior to act in a desired manner.
- 4) **Motivation is a complex process:** Humans are different in their expectations, perceptions and reactions. A particular type of motivation may not have the same effect on all individuals as it is difficult to predict their behaviors.
- 5) **Continuous process:** As human needs are unlimited, completion of one need gives rise to another, and it goes on. Therefore, motivation is a continuous process, and it does not end with the satisfaction of a particular need.

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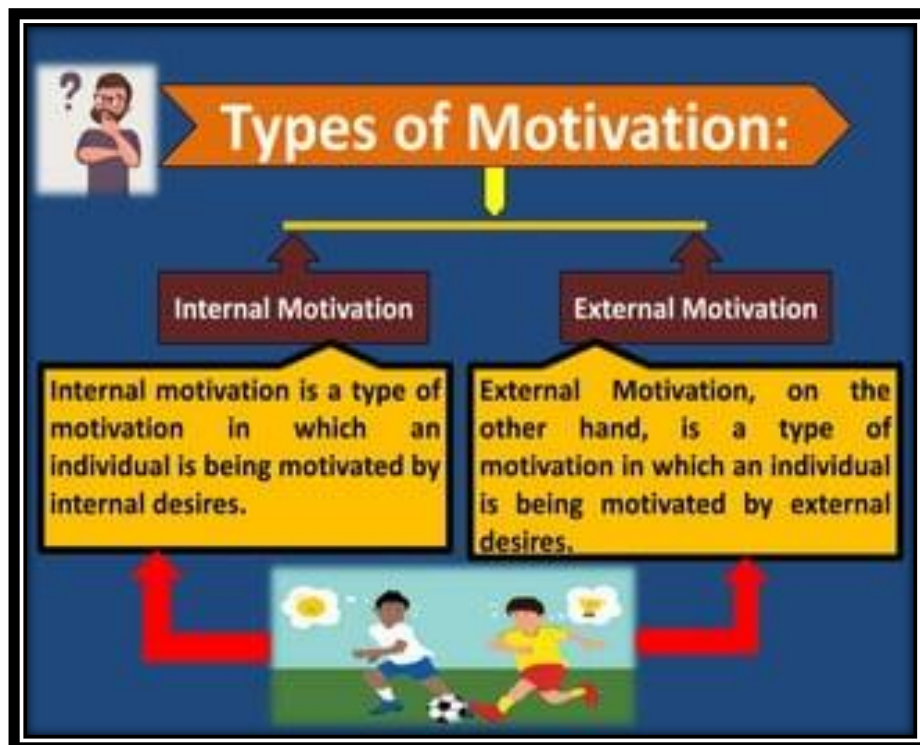


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## ➤ Types of motivation:



## Source of Motivation:

### 1) Positive Motivation:

- Positive motivation involves proper recognition of employee efforts and appreciation of employee contribution towards the organizational goal achievement.
- Some of the positive motivations are:
  - 1) Praise and credit for work done
  - 2) Participation in decision making process

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## **2) Negative Motivation:**

- This motivation is based upon the use of force, power, fear and threats. The fear of punishment affects behavioral changes
- Some of the negative motivations are:
  - 1) Fear of failing in the examination
  - 2) fear of being fired or demoted

## **Importance/Advantages of Motivation:**

- 1) Motivation helps to improve performance level
- 2) Motivation helps in changing negative attitude to positive attitude
- 3) Motivation helps to reduce employee turnover
- 4) Motivation improves confidence
- 5) Motivation helps to reduce stress and negativity