



Bharathidasan University

Centre for Differently Abled Persons

Diploma in Vocational Training and Management

**Course: Work place Behavior and
employability skills**

unit-2

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SELF-MANAGEMENT

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CAREER SUCCESS

✕ Career Success affects your life:

- + family
- + Income
- + Self-esteem
- + Who you associate with
- + Where you live
- + What you learn
- + Your energy level
- + Your health

CAREER SUCCESS

- ✗ Depends on skill acquisition
- ✗ Hard Skills
- ✗ Soft Skills
 - + Taking responsibility
 - + Making effective decisions
 - + Managing time
 - + Goal setting
 - + Prioritizing
 - + Perseverance
 - + Communicating
 - + Working in teams

STEP ONE:

DEVELOPING SELF-ACCEPTANCE

- ✗ Self-Esteem and Core Beliefs
- ✗ Know and Accept Yourself
 - + Understand no one's perfect
 - + Accept things that can't change, and possess the wisdom to know the difference
- ✗ Possess Courage
 - + Acknowledge personal strengths while demonstrating humility
 - + Acknowledge personal weaknesses

ACCEPTING PERSONAL RESPONSIBILITY

- ✖ Adopt a Creator role
- ✖ Master Creator language
- ✖ Make wise decisions

ACCEPTING PERSONAL RESPONSIBILITY

ACCEPT SELF-RESPONSIBILITY,

seeing yourself as the primary cause of your outcomes and experiences

DO NOT

see yourself as a Victim, believing that what happens to you is determined primarily by external forces, fate, luck, and powerful others

✖ Adopt a creator role

- + Believe ***your*** choices create outcomes and experiences
- + Believe external forces are not the determiners of your outcomes and experiences

✖ Master Creator Language

- + Accept personal responsibility for the results
- + Avoid blaming, complaining, and excusing

✖ Make Wise Decisions

- + Consciously design your future
- + Avoid careless decision making and letting things happen by chance

RESPONSIBILITY AND CHOICE

- ✗ Choice – key ingredient
- ✗ Choices – conscious or unconscious
- ✗ Seek solutions
- ✗ Take action
- ✗ Try something new

MASTERING CREATOR LANGUAGE

- ✖ Your inner conversation/internal dialogue
 - + Inner critic – the voice that criticizes the individual for *everything* that goes wrong
 - ✖ Everything is not your fault
 - + Inner Defender – the voice that deflects criticism outward
 - ✖ Blames others for everything
 - + Inner Guide – asks where self-responsibility lies

LANGUAGE OF RESPONSIBILITY

✗ Victims

- + Make excuses
- + Blame
- + Complain
- + Repeat ineffective behaviors

Creators

- Seek solutions
- Accept Responsibility
- Take Action
- Try Something New

LANGUAGE OF RESPONSIBILITY

Victims

“Have to do something”

Place blame—use the ‘you’
pronoun—not the ‘I’
pronoun

“Try”

“Give Up”

Creators

“Choose to do something”

Say ‘I’ when referring to
their own problem

Commit and follow through

“Control through choice”

ACADEMIC RESPONSIBILITY

- + Major Determiner Academic Success
- + Allows Individuals Control of Factors that Influence Their Learning
- + Establishes Optimum Conditions for Learning
- + Removes obstacles that Interfere with Learning

SIX COMPONENTS OF SELF-MANAGEMENT

- ✗ Motivation
- ✗ Learning Style and Strategies
- ✗ Time Management
- ✗ Physical Environment
- ✗ Social Environment
- ✗ Performance

✕ Thank you