# CHAPTER EIGHT
# INTRODUCTION TO LIFE SKILLS

- Define life skills
- Identify components of life skill, and
- Give illustrative examples of life skills and analyze its features

**Try to think of the following fundamental questions**

- Who am I?
- Whom am I going to be?
- Am I working to achieve my life goals?
- Is my life channeled to my destination or I am just living instinctively?

# Conti……

- The World Health Organization has defined life skills as, "the abilities foradaptive and positive behaviour that enable individuals to deal effectively withthe demands and challenges of everyday life".
- UNICEF defines life skills as ''behavioral changes or behavioral development approach designed to address a balance of three areas: knowledge attitude and skills''.
- Life skills are essentially those abilities that help to promote mental well-being and competence in young people as they face the realities of life.

# Components of Life Skills

- **Critical thinking** is understanding the reasoning , assessing independently and appropriately, and solving problems effectively.
- **Self-confidence** is the degree to which one can rely on his/her ability to perform certain behavior alone or in public.
    - Judgments, or belief that he or she can successfully face day-today

      challenges and demands.

**Self-awareness** – knowledge and understanding of one‘s strengthens and weaknesses.

**Self-esteem** - the degree to which we perceive ourselves positively or negatively.

# Conti……

- **Decision-making** – processes involved in combining and integrating available information to choose, implement and evaluate one out of several possible courses of actions.
- **Interpersonal relationships** – the relationships a person have with others persons.
- **Reflective communication** – attending communications with thoughtful.
- **Peer pressure resistance** – individual‘s abilities and skills to confront negative influences from his/her group members.
- **Knowing rights and duties**
- **Problem solving** – the process of identifying a discrepancy between an actual and desired state of affairs, difficulties, obstacles and complex issues.

**Goals of Life Skill** is to lead a smooth and successful life at home, work place and in social relationship.These skills help us to:

- live in harmony with ourselves and others around us
- select the goods from the bad
- choose gold from soil
- simplify life that is full of troubles otherwise etc.

# CHAPTER TEN
# ACADEMIC SKILLS

## Learning Outcomes

- Describe features of time management
- Explain applications of study skills
- Identify note-taking and study skills important for students
- Demonstrate test anxiety and its coping mechanisms
- Describe goal setting process
- Demonstrate career development skills with examples

# Time management

**Brainstorming Questions**

- Have you every counted the number of years, months, days, hours, minutes and seconds you have lived?
- How many of your times have you spent for good things?
- How many of the time you have spent without something important for your life since you started thinking as adolescent?
- Does time management mean being busy without having any leisure time?

# Conti……

- Time management is the abilty to plan and control how someone spends the hours in a day to accomplish his or her goals effectively.
- Planning your time allows you to spread your work over sessions, avoid a jam of works, and cope with study stress.
- People who practice good time management techniques often find that they:
  - Are more productive
  - Have more energy for things they need to accomplish
  - Feel less stressed
  - Are able to do the things they want
  - Get more things done
  - Relate more positively to others and Feel better about themselves

❖**To manage your time more effectively:**

- Know how you spend time
- Set priorities
- Use a planning tool
- Get organized
- Schedule your time appropriately
- Delegate – get help from others
- Stop procrastinating
- Manage external time wasters
- Avoid multi-tasking
- Stay healthy

# Note-taking and Study Skills

**How you take notes while your teacher is teaching in class? Can you catch up with him/her?**

# Conti……

- In order to succeed in learning, it is often necessary to take good notes as lecturers often provide you with key information for the course.
- There are several strategies which will help you to take good notes.
- **Getting Organized:** Before you go to class, you need to have the necessary materials.
- prepare yourself and select the best **approach** to take notes.

**Before Class:** This strategy provides familiarity with terms, ideas and concepts discussed in lecture.

## During Class

guidelines and methods to take notes during class

- Date your notes
- Keep the objective/theme of the class in mind
- Record notes in your own words
- Make your notes brief and focus on the pain points

## Common Note Taking Methods

- Cornell Method
- Outlining
- Charting

## After Class

- Remain in the classroom or find a quiet space close by and review notes.
- To solidify your understanding and connect new concepts with previous concepts
- Connect with another member of the class and create an interactive discussion about the lecture
- Visit your professor during office hours with questions.

Recopying your notes, record yourself reviewing what you wrote

## Test-Taking Skill

- some suggestions that can help students in doing tests.
- Attend all classes
- Take organized and clear lecture notes

# Conti...

- Plan your study time and set study goals
- Use SQ3R(Survey, Question, Read, Revise and Recite) study style
- Use memorizing techniques
- Divide the review material into logical sections and concentrate on one at a time.
- Organize the information you must remember
- Know your teacher
- Make your presence known in class by your courtesy, cooperation and willingness to learn
- Ask questions to increase your understanding of course material
- Make use of tutoring services and student support centers of the college

Conti……

- Separate review time from daily assignments
- Start reviewing systematically and early, not just the night before the test
- Practice predicting and answering test questions.
- Learn test-taking terms and strategies
- Examine previous tests
- Find out what kind of a test it will be: objective, essay, or a combination of both.
- Find out when and where the test will be given.
- Get plenty of sleep the night before the exam.
- Get up early enough to avoid rushing and to eat a healthy breakfast.
- Tell yourself you will do well.

# Test Anxiety and Overcoming Test Anxiety

Test anxiety is a negative mood state characterized by bodil symptoms of physical tension and by apprehension about a test/exam going to take place in the future.

**Symptoms of sever test anxiety**

**Physical** - headaches, nausea or diarrhea, extreme body temperature changes, excessive sweating, shortness of breath, light-headedness or fainting, rapid heartbeat, and/or dry mouth

**Emotional** - excessive feelings of fear, disappointment, anger, depression, uncontrollable crying or laughing, feelings of helplessness

**Behavioral** - fidgeting, pacing, substance abuse, avoidance

**Cognitive** - racing thoughts, going blank, difficulty in concentrating, negative selftalk, feelings of dread, comparing self with others, and difficulty in organizing thoughts

# Steps of realistic thinking that can be applied to reduce test-anxiety

Step 1: Pay attention to your self-talk

Step 2: Identify thoughts that lead to feelings of anxiety

Step 3: Challenge your „anxious“ thinking

## Goal Setting

- Goal setting is like drawing map, which will help individuals to track their development towards reaching their full potential.
- It is the process of imagining, planning and implementing the big picture of one‘s destination.
- The goal should be specific, measurable, action, realistic and time-bound (SMART)

## Purposes of goal setting

- Guide and direct behavior
- Provide clarity
- Provide challenges and standards
- Reflect on what the goal setters consider important
- Help to improve performance.
- Increase the motivation to achieve
- Help increase pride and satisfaction in achievements
- Improve self-confidence
- Help to decrease negative attitude

# Career Development Skill

- *Which department you are going to join? Why?*
- *How you are going to live life after graduation?*
- *When you are going to attend your MA/PhD?*
- *When you are going to have marriage and children?*

Conti……

- **Career** is how individuals live their lives across different contexts and settings, including education, work, family and leisure time.
- **Career development** is a lifelong continuous process of planning implementing and managing ones learning, work and leisure in order to achieve life objectives.
    - Is the process through which people come to understand themselves as

      they relate to the world of work and their role in it.
- **Career management skills (CMS)** are competencies which help individuals to identify their existing skills develop career learning goals and take action to enhance their careers.