CHAPTER 7

Concepts of Life Skills & ACADEMIC SKILLS

Learning Outcomes

- Explain meaning and goals of Life Skills
- 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

7.1. Meanings and Goals of Life Skills

1) Meanings of Life Skills

- **The World Health Organization has defined life skills as, "the abilities for adaptive and positive behaviour that enable individuals to deal effectively with the 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.**

2) Goals of Life Skills

- **Life skills is used 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.**

7.2. Academic Skills
7.2.1. 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?**

Cont.

- **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

7.2.2. Note-taking and Study Skills

How you take notes while your teacher is teaching in class? Can

you catch up with him/her?

Cont.

- **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 main points**

Common Note Taking Methods

- **Cornell Method- Break note page into cue column, note-taking column and summary column to review the main points during lecture**
- **Outlining (…..) indent more specific information underneath**
- **Charting-good strategy for comparisons/contrasts**

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.**
- **Instead of 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**

Cont.

- **Plan your study time and set study goals**
- **Use SQ3R(Survey, Question, Read, Recite and Revise) 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**

Cont.

- **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.**

Cont.

Brainstorming Questions

Which one of the following statement describes you best? The first, second or both?

1. *I?m not good at math and I?m terrible at tests. I?m going to fail. I?ll never pass Math!*
2. *I will study tonight and try my best tomorrow. I am fortune-telling and I don?t know for sure that I will fail. I passed the last test. I have done fine on the homework assignments, so I will probably pass Math even if I don't do that well on this test.*

7.2.3.Test Anxiety and Overcoming Test Anxiety

Test anxiety is a negative mood state characterized by bodily 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 (move around nervously), pacing, substance abuse, avoidance

Cognitive - racing thoughts, going blank, difficulty in concentrating, negative self-talk, 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

7.2.4. 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***

Cont.

- **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.**