

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 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.

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 strengths 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 ever 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 ability 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 bodily symptoms of physical tension and by apprehension about a test/exam going to take place in the future.

Symptoms of severe 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.