



# **LIFE SKILLS**

**&**

# **VALUE**

# **EDUCATION**

# **CLASS-XI**

**(SESSION 2025-2026)**

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## UNIT 1 : SELF-AWARENESS

Self-awareness is conscious attention directed towards the self. To cultivate self-awareness, we may engage in reflection or introspection. When we have this life skill, we often find ourselves pondering/thinking why we are the way we are or why we do the things we do.

Being self-aware also means recognizing what you can and can't control. Many of us rely on the external world to tell us how to live. As a result, we take away our ability to define our own truth. We also fail to fully discover our values, dreams, and patterns – all important keys that can help inform our decision-making in creating the life we want.

*If you're looking to define self-awareness in your own words, you might say this: if you're self-aware, you're able to notice and name what you're doing and feeling at any given time.*

### **Some of the primary benefits of self-awareness include:**

1. Give you a better understanding of what you want and/or need
2. Increase your chances of getting what you want and/or need
3. Improve your decision making
4. Help you manage your emotions
5. Lead to healthier reactions to external factors
6. Boost your productivity and success
7. Enhance your ability to make positive change
8. Bolster your self-esteem
9. Strengthen your relationship

## Examples of Self-Awareness in Everyday Life

### ***1. Identifying your emotions and what you're feeling***

Perhaps the biggest obstacle to self-awareness is our emotions. When our emotions become involved, we lose our rational thinking and, instead, give way to a bunch of thoughts and defenses that skew our objective nature.

One of the examples of self-awareness is your ability to identify these emotions in the moment.

This means that, at any given moment, you can objectively name the emotion you are experiencing. While this might sound obvious, it's actually pretty tricky. Emotions, especially when they're negative, have a tendency to take over our body and mind without us realizing it. Picture it like putting a pair of sunglasses on. Often, you forget they're on your face until you consciously focus on them.

When you can identify your emotions, you can begin to question what you need in that moment.

Throughout my day, I experience a range of emotions. Sometimes, when I'm feeling frustrated, I begin to get overly critical of myself and my work. In the past, I was less aware of these feelings and would fall into an unhealthy work rage. This would neither help me feel better or fix the actual problem. By improving my self-awareness, I can understand what I'm feeling and address the actual thing that made me upset in the first place.

Of all the examples of self-awareness in everyday life, checking in with your emotions is the one that you can do at any given moment of your day.

### **Questions:**

- What emotions do you experience each day?
- How often do you listen to your body?
- What causes some of your negative emotions?

### ***2. Recognizing your primary coping mechanisms***

In addition to confusing emotions, we also employ a range of defensive coping mechanisms in our life. Often, we've developed these coping mechanisms over time. Many stem from our childhood and significant life experiences.

***Being able to recognize when we get defensive and how we show it is an impactful example of self-awareness.***

Let's say, Josie grew up with a family that gave her incredibly high expectations. As she maneuvered through life, she tried to find the balance between pleasing others and pleasing herself. In this journey, she began to withdraw when other people asked things of her as a defense. At times, this coping mechanism might prevent her from finding her own pride in her work.

If Josie isn't self-aware of this coping mechanism, she'll continue to withdraw in moments that could be positive opportunities for growth. The coping mechanism that once worked no longer serves her.

We all have our own coping mechanisms that protect us from the hurt, disappointment, and failure that we fear.

Examples of self-awareness include identifying these defenses when they're happening, understanding the cause, and recognizing when they serve us and when they don't.

### Questions:

- What are your most common coping mechanisms?
- When do you get the most defensive in life?
- What coping mechanisms did you develop as a child that no longer serve you?

### ***3. Defining your own beliefs without being influenced by others***

Our society tricks us about what is meaningful in life. On top of that, our need for belonging makes us feel pressure to fit in with the people around us. As a result, we're always getting messages about what we should believe and who we should be. Not only can this be confusing, but it can be really harmful to our own happiness.

***An example of self-awareness is your ability to distinguish your own beliefs from others. You can step back and ask yourself, Am I being true to myself at this moment?***

I spent much of my life feeling like I needed to fit into feminine norms. I thought that I had to care about dressing up and wearing makeup, so I dedicated hours to becoming the "ideal female." Not only did these pursuits make me feel worse, but they took me away from the things I actually cared about.



By being self-aware about what I think is important, I can shape my life around the things that will make me happy.

It's incredibly difficult to ignore all of the outside messages about what we should believe. However, the more you can improve your self-awareness and determine your own core values, the more you can create the life you want.

### **Questions:**

- What are your core values?
- When have you got caught up trying to please others?
- When have you based your decision more on other people's expectations than your own?

### ***4. Prioritizing what gives you joy and purpose***

I'm sure most of you have seen the quotes that scream, "Choose joy!" If you're like me, you might think, That's great, I'd love to... if only I knew what choosing joy looks like.

***Self-awareness can help you identify what gives you joy in life and then prioritize it.***

This example of self-awareness is relatively straightforward, yet many of us fail to take the time to ask ourselves the question: What gives me joy, and when do I prioritize it in my life? Often, we might know what makes us happy, but we convince ourselves that other things are more important.

Our culture is set up in a way that makes us prioritize a lot of stuff before happiness.

The discipline to commit to what makes you happy is not always easy. For this reason, possessing the self-awareness to realize what gives you joy is the first step.

### **Questions:**

- What gives you joy and purpose?
- How often do you prioritize joy in your everyday life?
- What do you put above your joy, and why?

### ***5. Identifying your strengths and shortcomings***

Sometimes we avoid self-awareness because we mistakenly associate it with not being good enough. It feels intimidating to look inward because we're afraid of what we're going to find.

***Self-awareness examples encompass both our shortcomings and our strengths. By refusing to acknowledge the bad, we also fail to recognize the positives.***

No person is perfect (despite what some of us might be conditioned to believe). Even the most successful person you know has a list of shortcomings that they had to overcome to achieve their success. It's not about having no weaknesses.

Self-awareness is about identifying your strengths and weaknesses and finding a way to highlight your strengths.



By possessing this self-awareness, you can begin to create your life more productively. You can find strategies and support for your weaknesses, while simultaneously letting your strengths flourish.

**Questions:**

- What are your strengths?
- What are your weaknesses?
- How can you redesign your life or environment to emphasize your strengths?



## UNIT 2 : SELF – DISCIPLINE

### *The Key to Success*

**“Self-discipline begins with the mastery of your thoughts. If you don’t control what you think, you can’t control what you do. Simply, self-discipline enables you to first think and act.”**

**--Napoleon Hill**

We often hear people around us talking about how important it is to be disciplined. Have you ever wondered why there has always been so much emphasis on it?

The word ‘discipline’ produces images of marathon runners, people lifting heavy weights, a student studying at a late hour, and so on. It seems like it must be a very hard thing to do. And actually, it is as we are not used to it. Discipline requires training the mind to stay focused on one specific goal and constantly working towards it. Some well known, real-life examples where a person requires a strict discipline are shown in the picture given. The one thing common to all these is that they require consistent effort, practice, diligence, and mind control— and these are the elements which form the essence of discipline.

The term ‘discipline’ refers to a state of orderly conduct of an individual which is gained through training in self-control. It includes information of desirable habits and attitudes and adherence to socially-approved standards.

Another important dimension of discipline is taking responsibility.

The decision to be disciplined can only come from within. It is vow to oneself, a kind of promise, a conscious decision to ‘be’ a certain way, rather than being just like everyone else and doing that everyone else is doing.

Qualifying in a competitive exam.	Controlling expression of strong emotions.	Learning a new skill, such as a language, driving, or swimming.	Losing the extra weight/maintaining a certain weight.	Being punctual consistently.
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You must have often heard your parents and teachers talking about how important it is to be disciplined. That is because living a disciplined life has manifold advantages:

- Disciplined people are healthier and fitter in general.
- Disciplined people have better control over their emotions, reactions, and impulses.
- Discipline can help you align your mind with your ideas and goals (you may wish to excel in your class, but you won't unless you are disciplined about your study and your play schedule).
- A disciplined lifestyle helps you overcome emotional challenges and setbacks more easily. This way you are more likely to achieve your goals.
- Disciplined people have better mental health; they are more confident and cheerful.

## **FOR THE TEENAGER**

Decoding the human mind and consciousness is not an easy task, especially for teenagers. The biggest challenge is that there can be no formula like we have in mathematics, because each human being is different and cannot be fit into any mould. Each one of us wants different things, understands the world in different ways, and acts differently in the same situation. However, researchers have still tried to explain the science behind discipline. Some important tricks that they have managed to nail down are:

- The more you are able to delay your natural urges, the more disciplined you will become because the brain learns from practice.
- The practice of self-control should start early for best results. It gets harder and harder as we age. This means that once you are older the brain has to be untrained for all bad habits first and only then taught self-control.
- Short-term rewards are important to keep yourself motivated. For instance, if you have stayed disciplined for 10 days in a row, reward yourself with an extra half hour of video games or have a doughnut. You are the best judge of which reward you would like in order to stay disciplined.

## WAYS TO IMPLEMENT

If you wish to enjoy the benefits of a disciplined life, you must undertake the following steps:

1. **Identify your main goals and manage time accordingly.**
2. **Paste your goals where you can see them every day.**
3. **When faced with temptation/distraction to give up , remind yourself about why you started in the first place.**
4. **Set small goals and keep moving forward bit by bit.**
5. **Practice prioritizing.**
6. **Know your weaknesses and try and overcome them.**
7. **Get friends to hold you accountable.**
8. **Setting realistic/achievable goals.**
9. **Take breaks when required.**

## **COMMON MYTHS**

- 1- **Self-Discipline is hard:** No doubt, self - discipline is not an easy thing. It requires self belief. However, with regular efforts it is very much achievable for someone who sets their mind to it.
- 2- **Will Power is the same thing as self-discipline:** A big part of discipline is to form healthy habits that contribute towards improving yourself. With Willpower, these habits become a way of life.
- 3- **Self-Discipline means having good control over everything around us:** No one can control their surroundings ,other people, and circumstances in life. However with discipline, a person can definitely control their own actions and self-regulate difficult

emotions like jealousy and anger.

- 4- **Self-discipline means never getting to do what you want:** It is commonly believed that people who follow self-discipline lead a hard life with no fun and only a strict existence where they never really get to do the things they want. But in reality being self-disciplined always allows you to find time and space for everything you like to do.





## UNIT 3 : CONFLICT MANAGEMENT

“The quality of our lives depends not on whether or not we have conflicts, but on how we respond to them.” – Thomas Crum

### WHAT IS CONFLICT?

A conflict arises when two individuals have different opinions, values, and needs. In simple terms, conflict is nothing but a sort of fight between two or more individuals. We all are humans and that is why we all can't think in a similar manner, we have differences in our thought process and understanding. Disagreements among individuals results in conflict and fights. Conflicts should be resolved quickly and effectively.

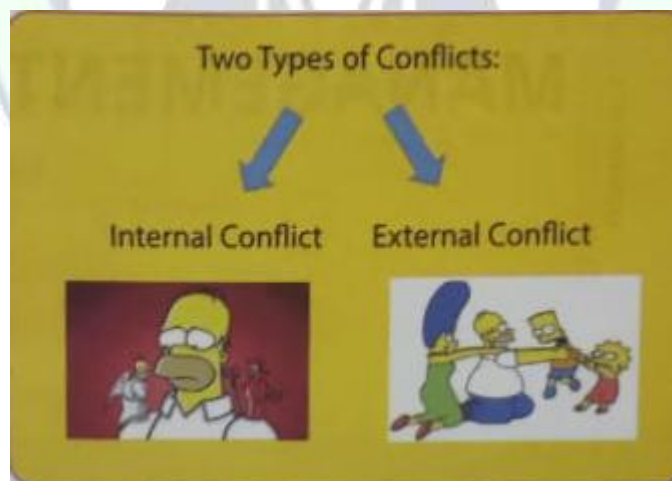
For example, Rahul and Sangeeta are working together for a science project. One day, they were asked to give their opinion on the project assigned to them, by their science teacher. There was a major clash in their understanding of the project and both could not agree to each other's opinion. Rahul wanted to start the project in some different manner as compared to Sangeeta. The outcome was the difference in their opinions which resulted in conflict between both of them.



RESULT: Due to the disagreement in interests, thinking process and attitude Rahul and Sangeeta entered into a conflict which resulted in non-completion of the project. Conflicts and fights with each other never result in any conclusion. People involved in conflicts should openly discuss their differences through problem-solving, attitude clarify issues and participative involvement to arrive at meaningful solution. Healthy Discussions are always a better and wise choice than conflicts and fights.

### TYPES OF CONFLICTS-

1. Internal Conflict: Commonly known as self conflict. When a person struggles with his own opposing desires or beliefs. Example: a student thinking on cheating in his/her test.
2. External Conflict: Conflict with someone else. Conflict between a person and someone else. Example: Two kids fighting over a ball.



There can be some more forms of conflicts like verbal conflict, emotional conflict, social conflict, personal conflict or organizational conflict.

Whatever be the type of conflict, it will never result in productive outcome. Therefore, a person should make efforts to find conflict resolution strategies.

## **STRATEGIES FOR CONFLICT RESOLUTION-**

Conflicts can be resolved, when people attempt to end the disagreements to find a peaceful solution. This will result in creating peace and harmony among people thereby resulting in better interpersonal relations. Conflicts which remain unattended can result in strained relationships, stress, anxiety or even war among countries.

- 1- Stay cool off: We are all aware that conflicts are not good for mental peace and health. So whenever you are upset on a conflict, stay cool and calm so that you can think and understand clearly. Do some exercise like deep breathing, relax yourself and stay calm.
- 2- Collaborating (Win-Win Situation): Most commonly used conflict resolution strategy. Collaboration involves an attempt to work with other persons to find a win-win solution for the problem in hand. The win-win approach will help a person to find mutually beneficial solutions for both. It helps a person to understand other person's concerns and find alternatives which are beneficial for both.
- 3- Active Listening: Active listening focuses on being attentive to what other persons say. This will help to clear any confusion and remove the chances of misunderstanding. You can use the words like: I hear you saying..... I think you mean.... I agree with you.... This will result in a two way communication and hence will leave less scope of misunderstanding disagreements.
- 4- Being Assertive: An assertive person will honour both you and others. Speak directly to the person you are in conflict with. You express your ideas, opinions, views very clearly, openly and kindly to the other person. An assertive person will clearly speak about how he feels about the conflict. For example, "I felt bad that you talked wrong about me to my friend".

- 5- Brainstorming Sessions: Brainstorming sessions will help you to find as many solutions as possible for a particular problem. Don't judge or criticize anyone as it will prevent creative thinking of a person. Choose the best solution among all suggested which is beneficial for all.
- 6- Third Party Mediator: A mediator is a person who doesn't belong to any of the conflicting groups or individuals. This person is a neutral person who will listen to both the sides and explain their position to one another. This person will give a fair solution to the problem beneficial for both the parties.

### **PRACTICE CONFLICT RESOLUTION SKILLS-**

Conflict resolution techniques can help you to avoid or solve conflicts in an effective manner.

Use yes, and statements.

- Don't point fingers on others.
- Listen to other persons opinions and respect them.
- Avoid using I statements.
- Don't talk behind people's back.
- Always show your willingness to resolve conflicts.
- Always remember relationships are precious.



## UNIT -4

### **MANAGING EXAM STRESS AND ANXIETY**

'Anxiety is the feeling of fear, worry and unease'.

“In the middle of every difficulty lies opportunity.” —

**ALBERT EINSTEIN**

"Tension is a habit. Relaxing is a habit. Bad habits can be broken, good habits can be formed."

**WILLIAM JAMES**



Exam or test anxiety is defined as a common and often normal stress reaction experienced before, during and sometimes after exams. Exam anxiety presents an issue when it is intense, continues over time and impacts your performance.

Why do students feel stressed-out about exams? Sometimes pressures coming from the individual themselves (such as perfectionism), or even their family or friends can also contribute to the degree of anxiety experienced in regard to exams. Exam anxiety may also intensify after a negative exam experience when confidence has been affected. A lack of preparation or study can also increase our sense of helplessness and stress or there could be some other worrying thoughts like, I remember all what I learn for exam, can I get good marks to get my stream?



A little bit of anxiety is fine but if you are too anxious or stressed-out for an exam, it can impact your performance negatively. If you let your exam anxiety, take over you, all your hard work will get wasted.

Since everyone feels anxious, consider it as a part of life. Use your nervousness and anxiety in a positive manner to energize and work for better results.

## HOW TO IDENTIFY WHEN YOU ARE STRESSED OUT?

### Symptoms

There are many symptoms which people may have when experiencing exam anxiety and these may occur before, during, and/or after exams.

#### Emotional

- \* Feeling nervous, unsettled or overwhelmed.
- \* Feeling panic or experiencing panic attacks.
- \* Feeling down or helpless.
- \* Feeling a sense of shame or

#### Cognitive

- \* Difficulties concentrating and/or paying attention.
- \* Difficulties recalling information.
- \* Irrational or unhelpful thoughts.
- \* Preoccupation with thoughts of

#### Physical

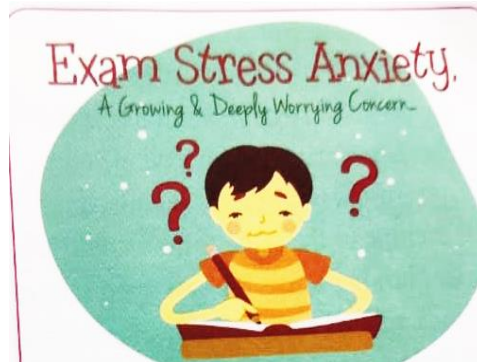
- \* Increased heart rate.
- \* Nausea and/or digestive changes.
- \* Fatigue without physical exertion.
- \* Increased sweating

#### Behavioral

- \* Pacing or acting restless (shaking leg, increased activity).
- \* Cramming or staying up the night before in the hope it will help improve your grades or reduce anxiety.
- \* Making simple mistakes during exam despite knowing content.



## STRATEGIES TO COPE WELL WITH EXAM ANXIETY



It is important to learn how to control your emotions so that you can concentrate and be successful. There are following strategies to cope you well with exam anxiety:

### 1. Eat Properly:

Your body needs the nutrients it gets from food in order to keep functioning properly. The food you eat affects how you feel both emotionally and physically. For example, food items with lots of fats or sugars can make you feel heavy or sluggish. When your body has the fuel and nutrients it needs, it makes it a lot easier to manage feelings of stress and anxiety.

### 2. Sleep Well:

A good sleep helps you remember what you learn especially in the days before your exams.

### 3. Exercise:

Physical exercises will help you feel calm, fresh and energetic for hours. So always include exercises in your timetable.

### 4. Distract Strategies:

Use some distract strategies that can help you manage your

stressful or feelings such as using a stress ball, chewing some gum, sipping on ice water, etc.

**5. Positive Thoughts or Cheerleading Statements:**

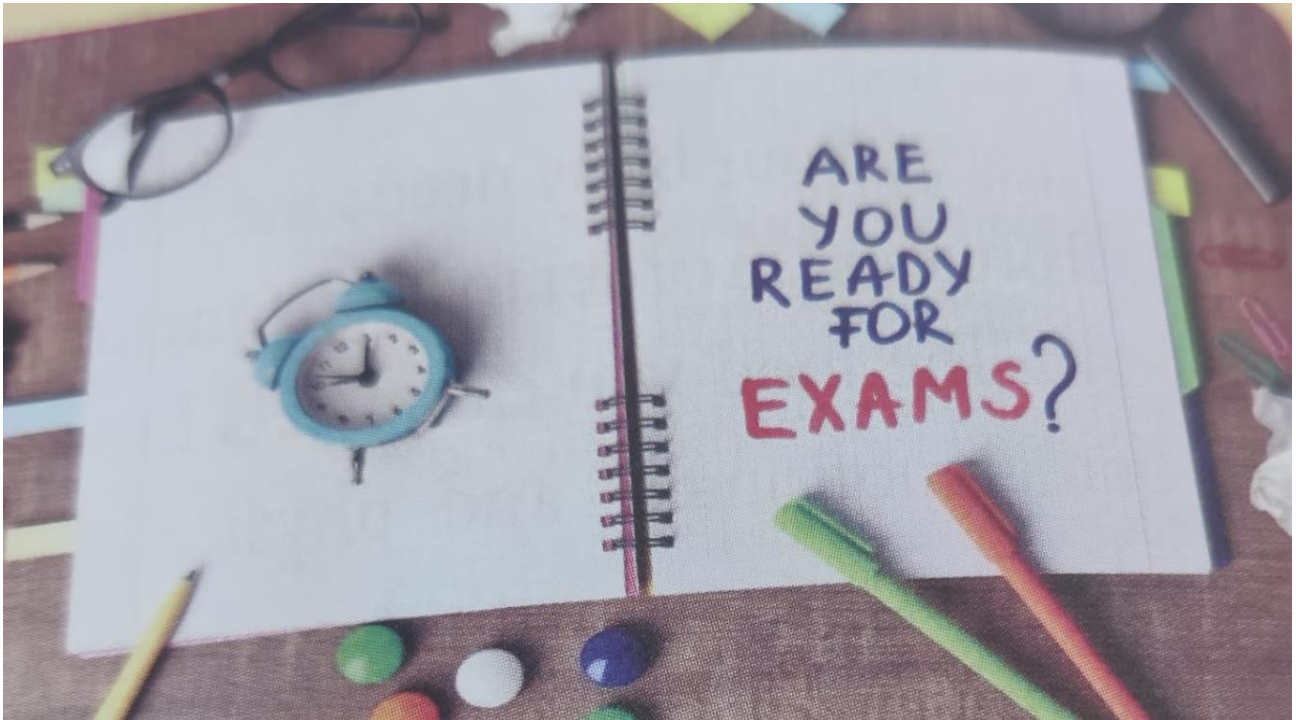
Combat worry thoughts or negative thoughts such as "I am going to fail" or "I can't do this" with positive thoughts or cheerleading statements such as "I got this" or "I am going to try my best; I know my stuff". Write these cheerleading or positive statements out and paste them around your study area.

**6. Relaxation Techniques:**

Reduce feelings of stress or anxiety when studying or writing exams by using breathing exercises. For example: take a minute to close your eyes, inhale for a count of three, then exhale for a count of five and then repeat. It only takes a moment and helps your body and mind relax, to help you be in a better frame of mind to concentrate.

**7. Talk to someone:** If you find that you are still feeling overly stressed, talk to someone you trust; whether it is a parent, teacher, counsellor or friend. Sometimes just talking about things can make you feel better and the person you talk to, may help you put things into proper perspective.

## EXAMINATION DAY



Today we had an examination day, a time I had been preparing for, for a whole month, The pressure was upon us students, intense and exciting at the same time. I could feel the fear lurking across the vast open school grounds, where I could see almost everyone with their books out. I shivered like a fish out of water, unable to breathe. I panicked but held myself tight while whispering to myself, "You'll be alright. You have been preparing for this". When I and a bunch of other students entered the examination hall, much quiet than usual, I could smell and feel the cold air adding more to the already stressful environment. I realized I was breathing heavily and my heart thumped as we slowly sat down at our individual desks. No one even bothered to look at each other as they tried to remember all their notes. I felt a slight sense of confidence as I saw that most people were nervous. As the sheets were handed to everyone, I started as soon as I was given mine. The air around me turned warm and I concentrated even more.

I looked left and then right and seeing everyone with their head down motivated me to work harder. Alas, the moment I had dreaded had finally come; I was stuck on a question. "Oh, what do I do?", I thought, "should I peek at other's sheets? No! That's cheating!". My mind suddenly went blank, and all I could think of was how I was going to manage my time and answer some of the questions. I got worried if I was even going to finish the exam. I took a deep breath and tried to calm myself and everything around me was not so bad anymore.

The silence in the room helped me calm down and regain control. I was able to gather my thoughts and was able to finish just in time. The test seemed extremely hard at first but then I got the hang of it. All that adrenaline rushing through my veins, helped me quickly in controlling the anxiety and maintaining focus through the exam. By the time I finished the exam, I was still breathing irregularly, though it was because I was finally relieved.

When I left the examination room, I ran across the hallway towards my mum, waiting outside the school. I didn't care about my surrounding, all I wanted was a hug. We stood there for a long time and it felt good to see the bright, shining sun and beautiful blooming flowers. I drank water and it felt as if it cleansed my entire body from inside. I could even hear others jumping and running towards their parents, and screams echoing all over the grounds. Eventually, I found myself laughing like a dolphin on my reactions during the exam, keeping fingers crossed for a great result.



## UNIT 5 : EMPATHY AND LEADERSHIP

Empathy refers to our ability to understand and share the feelings of another. When you are empathetic, you put yourself in another person's shoes, make an effort to see the world from their perspective, and feel the emotions that they feel.

Often confused with sympathy, empathy actually requires perspective-taking. When you are being empathetic, you are doing more than feeling sorry for another person; you are actually trying to imagine the situation from that person's point of view.

Being empathetic can take different forms, depending on the situation. From personal life to professional or school interactions, these are some ways people show empathy.

### ***A Friend Fails a Test***

Imagine you are a student and a friend in your class has just failed a major test or exam. Your friend is distraught because she studied really hard and still failed. Even though you got a good grade on this test, you remember what it is like to fail. You don't try to fix things for your friend. Instead, you make an empathetic statement like, "I'm so, so sorry about your grade. I know how hard you studied and how disappointed you must feel."

### ***A Student Gets Bullied***

In the restroom at school, one student gets teased and pushed into a stall by other kids. Imagine you're a kid watching this interaction. How do you demonstrate empathy? First, you remember what it is like to be picked on. You may wait until the bullies have left and help the kid out of the stall. You could also show compassionate empathy and take action by reporting the bullying to an adult.

### ***Overwhelmed Co-Worker***

Your co-worker has a mountain of work to do and will need to come in over the weekend to finish. You don't do the same kind of work, and there's no way for you to offer practical help. Still, you know what it's like to lose a weekend to work, and you feel really bad for your colleague. On Saturday, you show empathy by stopping by the office with some coffee and donuts for him, along with a few encouraging words.

### ***Employee with a Bad Day***

You run a small hardware store. One morning, a man comes in and is irate with your employee because the screws she recommended do not fit his project. You help him get what he needs and be on his way. When you look at your employee, your heart sinks. She is trying not to cry. Your empathetic response is, "I'm so sorry that happened. Being yelled at is awful. Take some time if you need it."

### ***Client Struggling With Loss***

Imagine you are a therapist or counselor. You are working with a widower who can't seem to get past his grief over the loss of his wife. You listen carefully as he explains the way the grief keeps coming back, even though it's been several months. You know what it's like to feel loss. Your empathetic response could be comforting words like, "It's really hard to feel grief like this. It follows no rules, and it can be unpredictable. Some days are just really difficult."

### ***Patient in Pain***

You work at a clinic and an older woman comes in complaining of knee pain. She has arthritis in both knees. There are many practical solutions you can offer to help, but you also choose to show empathy. You can do this by reflecting her situation in your tone and words, such as, "I



know it must be really difficult to go about your normal life with this pain. Let's see what we can do to help."

### ***Friend Enduring a Break-Up***

*A friend going through a difficult break-up is an opportunity to show empathy in your social life. Imagine you didn't like her boyfriend, and you haven't approved of this relationship. She comes to you distraught that it is over. Part of being empathetic is reserving judgement, so you set aside what you think should happen and focus on her feelings instead. You give her a hug and listen attentively while she talks*

### ***Help People Feel Less Alone***

Showing empathy is an important way to build strong relationships and be a good friend. Ultimately, people feel less alone when they know you understand their perspective, and that's what empathy is all about.

### **Leadership And Responsibility**

1. Lead while Guiding
2. Use interpersonal and problem-solving skills to influence and guide others toward a goal
3. Involve strengths of others to accomplish a common goal
4. Inspire others to attain their best by example
5. Demonstrate integrity and ethical behaviour in using influence and power
6. Be Responsible to Everyone
7. Act responsibly keeping in mind the welfare of society and nation.

At any age, regardless of your station in life or your salary, table manners are essential for two reasons. One is to make others comfortable. How many of us have been forced to dine with someone who may have filthy hands, coughs all over the food and forces us to observe the as yet undigested bits of their food as they roll around gobsof food in their open

mouths? Would we wish to visit such vexatious behaviour on others?



### IMPORTANT ADD ONS

There are many other important life skills that fall within the larger life skill categories and that are key to well-being. They include the following:

- Managing anger issues
- Setting goals
- Having a positive mindset
- Knowing your worth
- Self-actualization
- Self-confidence
- Having good habits
- Taking effective action
- Setting the right priorities
- Self-soothing
- Optimism
- Acceptance (non-judgement) of others

- Ability to let go of the past
- Knowing who you are
- Knowing your strengths and weaknesses
- Being thankful
- Knowing your core values
- Achieving flow
- Knowing how to generate positive emotions
- Being self-determined
- Being compassionate
- Knowing how to calm down
- Practicing kindness
- Self-motivation
- Practicing self-disclosure
- Emotional intelligence
- Being self-compassionate
- Expressing rather than suppressing your emotions
- Loving yourself
- Living without regrets

## Life Skills for Teenagers

Although all of the life skills we've discussed so far are important for people of all ages, we may have an easier time learning specific life skills (and benefiting from them) at different ages. It all has to do with the kinds of challenges we are facing at different times in our lives. A teenager, for example, is dealing with changing hormones, peer pressure, and identity formation. Here are some life skills that might be good for teenagers to focus on:

- Learning how to say "no"
- Setting a schedule
- Allotting time for adequate sleep
- Time management
- Learning to communicate with adults
- Tolerating rejection
- Managing peer pressure
- Making their own decisions
- Expressing their true feelings
- Being authentic
- Stress tolerance and reduction
- Making new friends

## UNIT 6 : CYBER BULLYING

Technology and cyber is part of our daily life these days. During the COVID-19 that dependency is even more, including the ELearning adopted by schools across the world. At the same time, Cyber security risks are a common menace everyone facing nowadays. Many types of cyber crimes and frauds are prevalent in the day to day life of Internet users, which vary from financially motivated activities, to cyber war. But the social challenges and physiological issues associated with cyberspace are much more significant on the children than anyone else.



One of the biggest challenges the children face these days is through Cyber Bullying. Using electronic channels to bully someone is called Cyber Bullying. This could be done by a stranger or a known person, including their friends. Harassing, insulting with different ways, taking revenge etc. through cyber channels like social media, emails etc. can be the ways of conducting cyber bullying. It may include stalking, spreading rumours, impersonating the victim, personal information disclosure in social media etc.

Studies show that teenagers are mostly affected by Cyberbullying, but it is getting more impact to smaller children also these days. Cyberbullying can have widespread and long lasting effects on the victims. It may create anxiety, and helplessness in the children and can lead to serious physiological issues. Some children avoid discussing it with any adults including their parents, which may have bigger impacts on them, as they could feel depressed, and can ruin their studies and daily life.

Children are recommended to ensure that they discuss these kinds of incidents or attempts to their parents or teachers for timely support and action, which can save them and correct those who conduct cyber bullying, if they are known persons. The victims must realize that they are not to be punished for the actions of the cyber bully, but parents and teachers can assist them to identify and take necessary actions to stop the bullying and to recover.

Parents must educate their children on the negative sides, and about the social and government steps that can be taken against the children if they are involved in cyberbullying. These days, technical investigation can easily identify who is the culprit and may end up in serious police actions including jailing of those who conduct cyber bullying. Children must be very careful while using the Internet and particularly social media. They should be under the strict supervision and guidance from their parents or teacher on secure usage of these technologies. Disclosure of personal information, including address, contact details, private photos etc. must be limited and secured. This information can be used by strangers to cyber bully or can lead to damaging the safety of the children.



Interacting and befriending with strangers should be strictly avoided by children as you may not be knowing the actual person behind social media profiles or other Internet identities.

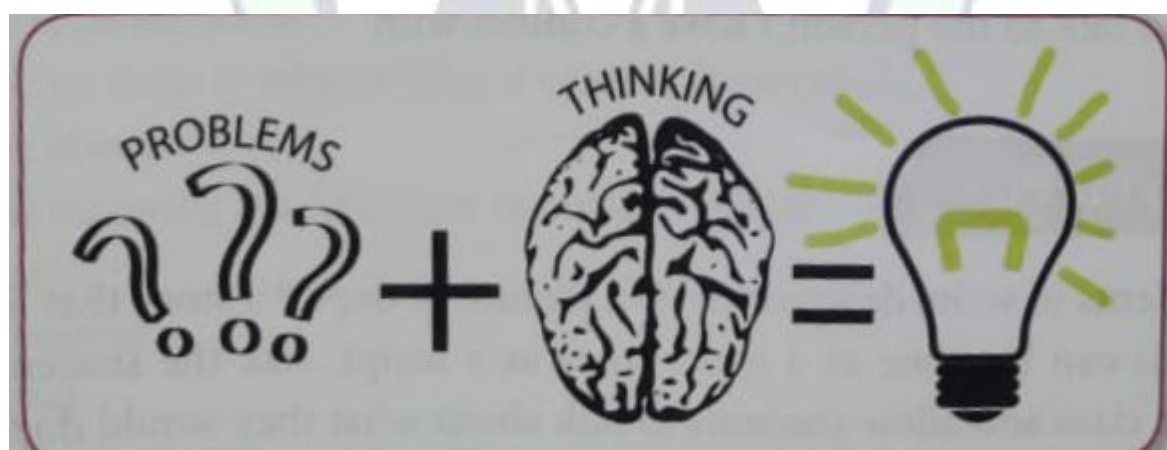
As a matter of effectively handling cyber bullying, privacy settings in the social media accounts and other Internet software should be enabled.

Children should always establish a great relationship with their parents, teachers or good friends, to whom they shall speak openly about any cyber bullying attempts or incidents to get correct guidance. They should not try to handle the situation by themselves. They must know that adults can handle it more effectively and can diffuse the issue through various means and save them from the stress.

As a better human being we all should respect and treat others with care and love and stay away from cyber bullying. It can lead to stress, and other physical and mental damages to the affected parties. At the same time those who conduct can also have serious impacts to their lives, future and social activities, which can include severe actions from the authorities once they are being investigated. Stay safe and secure in the Cyber world!

## UNIT 7 : PROBLEM SOLVING

We encounter with lots of problem in our life both in our personal and professional life. The ability to solve problem is a basic life skill and is essential in our day to day lives. We solve problems in our daily life without even realizing it. For example, it's raining outside and you need to go to the store. What do you do? There can be a lot of possible solutions like, you can take your umbrella and go or you can take your car or bus if you don't want to get wet or you might cancel going to the store. There is no right or wrong in any decision. Every person solves his/her own problem differently. Some problems in life can be small and we can solve them quickly, while some problems can be complex which requires deep thinking. Problem solving is a process of identifying a problem, developing possible solutions and finally deciding the course of action.

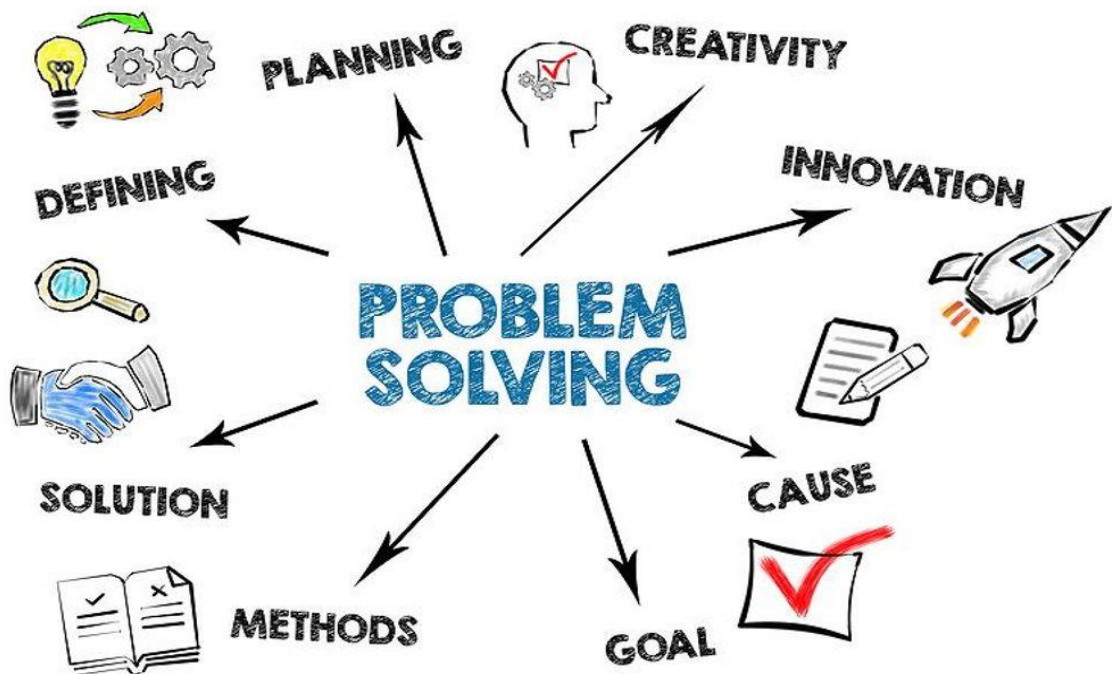


### PROBLEM SOLVING SKILLS-

To solve a problem effectively, you can use different skills to find out the best solution.

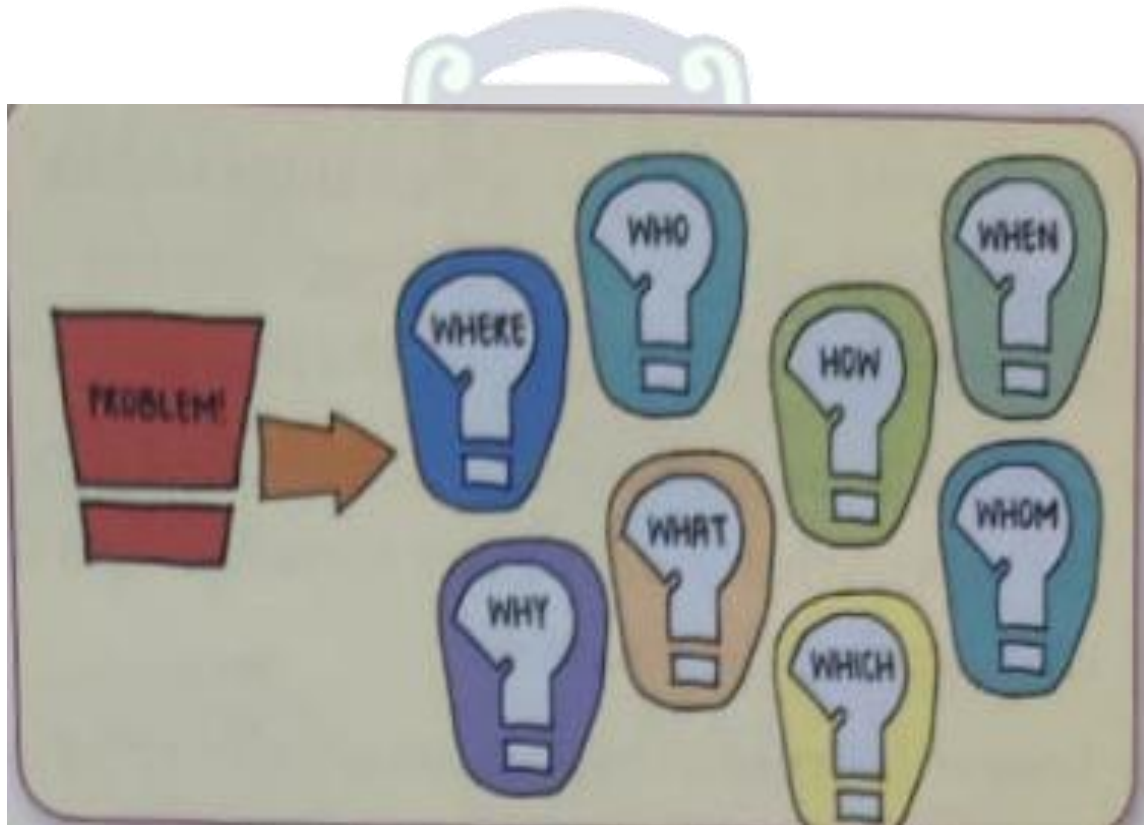
1. Research: Research is considered to be the basic essential skill for solving a problem. As a problem solver, you need to identify the cause of the issue and understand it fully. Gather as much information as you can about the problem through brainstorming.

2. Analysis: Effective solution of a problem also depends upon analyzing the situation well. Use your analytical skills to look for all possible solutions of that problem.
3. Decision Making: Among all the alternative solutions possible, you need to decide the best solution looking at the situation. Good research and analytical ability will help you to arrive at the right decision.
4. Emotional Intelligence: Emotional Intelligence is the ability to understand your own emotions and that of others. It will help you to take the right decisions in life.



### IMPORTANCE OF PROBLEM SOLVING-

- Increase brainstorming abilities.
- Makes the impossible possible.
- Good decision maker.
- Self development.
- Increases confidence.



## UNIT -8

# DON'T GIVE UP

'It is persistence and tenacity, the effort required to do something and keep doing it till the end, even if it's hard'.

DON'T GIVE

UP

GREAT THINGS TAKE TIME

Have you ever watched a nine months old baby trying to stand on his feet? He fell down and returned to a crawling before trying to stand again. After a few attempts, he ignored his fears as he pulled himself back to his feet, wobbled with his first step, and then fell again. He is mastering the art of Never Giving up in life.

Did you know that Thomas Edison failed 1,000 times before he was successful in creating the lightbulb? Can you imagine what would have happened if he just gave up?

Each day is a challenge for some of us. Some of you struggle to get up each morning and make it to school. But you find it within yourself to do because the hope of a better tomorrow compels you to do so. It is not easy to explain your condition to your family, friends, and teachers. The moment you leave your house and step on the bus, you

are one step closer to realizing your dream, to fulfilling your purpose. That is what perseverance is. It is finding the strength to do the impossible because you know that all things are possible.

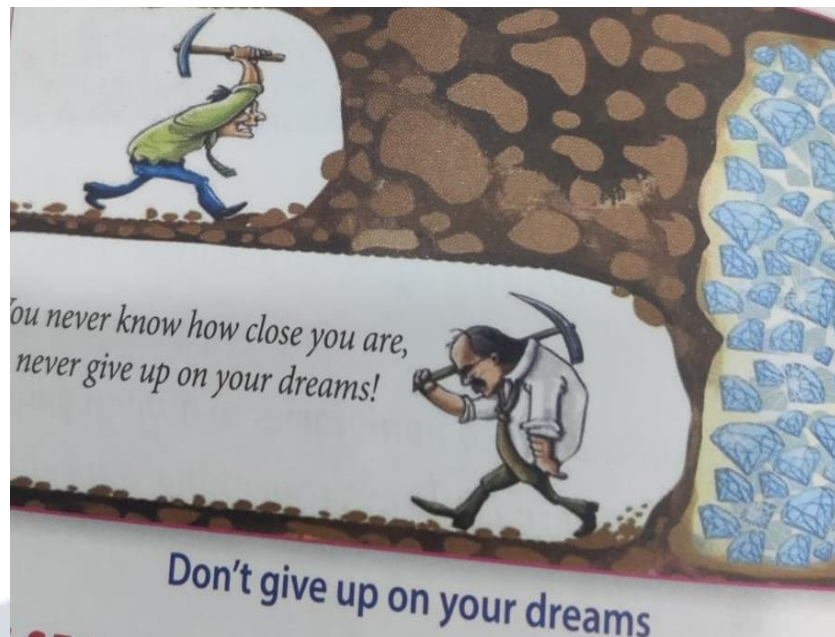
**Perseverance** -Perseverance is the ability to go when things seem hopeless. It is also a measure of success, or at least how much sacrifice one is willing to make in the name of success.

When a child learns to stand up and tries to walk, he/she is bound to fall down again and again. And by nature and instinct, he/she gets up, and again tries to step forward, although again he/she falls down. But ultimately, he succeeds in walking. The same thing had once happened with each one of us, when we were children.

Similarly, in spite of his repeated failures, a man having perseverance does not admit his defeat. He tries again and again, and finally attains success. A persevering person is one who has tremendous self-confidence, determination, and a natural urge towards hard labor, and will use his energy to the fullest.







### **TIPS TO DEVELOP PERSEVERANCE: THE SECRET TO SUCCESS**

Milkha Singh, also known as the Flying Sikh, became the first Indian to compete in an Olympics athletic event. He lost his family to the brutal violence that followed the partition of India. He brought discipline and direction to his life, when he joined the army and decided to compete in athletics. His determination became critical to his success.

**Clarify Your Goal:** Base it on your purpose, needs, and abilities. Know why you want this goal and how you and others will benefit?

**Intend to Achieve Your Goal:** Outline your goal, strategies, and timeline. Know resources that can help you attain it, including individuals and the Internet. Break the goal into small steps, working backward from your desired outcome and attainment date

**Maintain Optimism:** Expect good things. Keep a daily diary of good experiences.

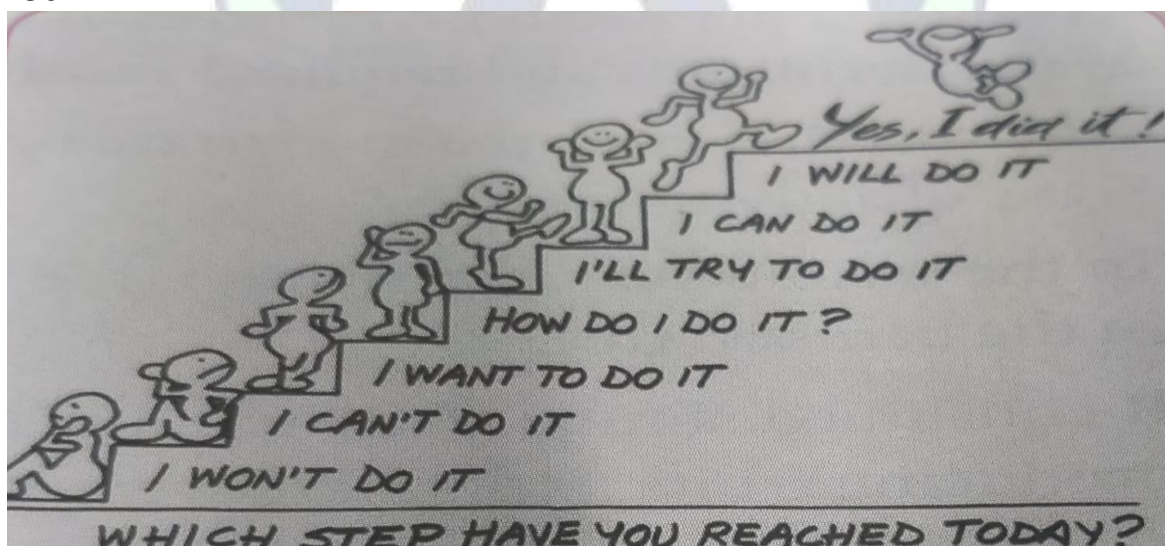
**Live in the Present:** Don't worry on the past or about what might happen. Let go of attachments. The more attached you are to something, the greater the fear of losing it.

**Acknowledge Your Accomplishments:** Judge these against personal standards of self improvements. Have the courage of your convictions. Don't change for others, or compare yourself with them.

**Try New Experiences:** Always keep trying new things which can help you to improve better and achieve your goals.

**Care for Your Mind, Body, Emotions, and Spirit:** Take time to care for your mind and body. Do regular exercises, yoga to keep your mind and body fit. Eat healthy food, take sufficient sleep and take out time for your friends and family.

**Consistent:** Focus on goals daily. Make short-term-goals and try to achieve them. Keep checking, if you are moving in right direction or not.



## TEST YOUR PERSEVERANCE QUOTIENT

**Give yourself one for each "yes" to the following:**

1. I believe in myself.
2. I have clear career goals.

3. I am aware of my limitations.
4. I bounce back from disappointments.
5. I persist.
6. My family and friends support me in achieving my goals.
7. I can adapt to change.
8. I focus and complete my task on time
9. My goals are consistent with my purpose and values.
10. I can take stands when I believe I'm right.

Add your "yes" scores. The higher your score, the more perseverant you tend to be.

## **NEVER GIVE UP-BAMBOO TREE**

Sachin started a textile business. He invested all the money from his savings into the business. Also, he borrowed some money from his friends and family. He was doing small projects and delivering to customers. The revenue from these projects was less. And it was only sufficient to run his base. As the years passed, he was still getting only small projects. But he maintained top quality for all the deliveries. He tried very hard to get big projects, but could not get one.

Some of his friends and family members who had lent the money to him started asking for the money. Sachin didn't know what to do. He thought of selling his textile business.

One day he was sitting on a farm and thinking. A farmer asked him, "Why are you so upset? What is the problem?" Sachin replied his business was not giving returns what he had thought. So, he was thinking of selling it off, as it was not worth pursuing anymore.

The farmer, hearing this took him to his farm. He showed a mango tree and a bamboo tree. He said, "I planted both the trees at the same time. Both the plants were equally nurtured with water, fertilizers, and required sunshine. After the first year, the mango tree grew to a certain height. In the bamboo tree, there were no signs of activity.

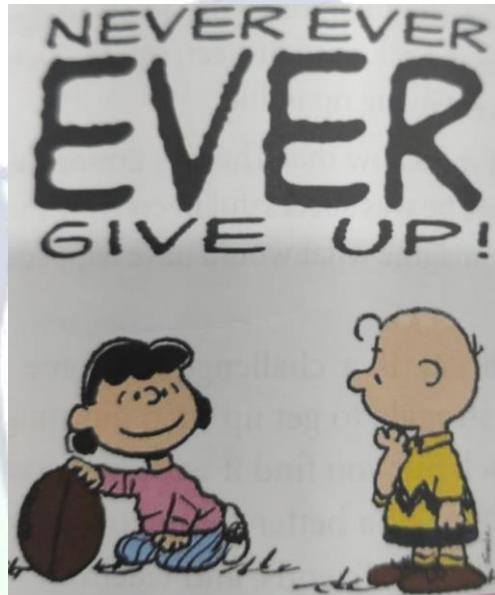
In the second year, the mango tree had grown further. But still, there were no signs of growth in the bamboo tree. It continued similarly for the third and fourth years. In the fifth year, the mango tree started producing fruits. Still, there were no signs in the bamboo tree. My family and fellow farmers told me not to waste any time on the bamboo tree. But I never gave up. After a week, there was a sign of growth in the bamboo tree. Then within six weeks, the tree had grown to 100 feet.

Then I realized, in the first four years, it was developing its roots deep underground for a base strong enough to support its outer growth. If the tree had not developed a strong base, it could not have withstood its growth. So, the same principle applies to your business as well. Until now, you have created a strong base by delivering quality products. Wait for your time and never give up."

After hearing this story, Sachin thanked the farmer for the motivation. He went back to his friends and family. Requested them for some more time for returning the money. And they all agreed. He then started exploring the opportunities and went to big companies for orders. In the third month, he got the order from a big company worth millions.

He and his team successfully delivered their order on time with top quality. Seeing the quality of the product, the MNC continued giving orders to Sachin's textile industry. Sachin settled all the money taken become from his friends. His business became a profitable business.

**Moral of the Story:** Many of you have dreams and goals, like starting a business, being an athlete, or being a CEO. But it is not easy to achieve all the goals. In these initial years, you have to put a lot of hard work and time into your goals. And the results may not be visible, even after that. But you should never give up. Just like the Bamboo tree, you are building a stable foundation. Once the base is strong, you will grow just like the Bamboo tree and achieve your goals.



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