

I am the Hero/ Heroine (BECAUSE I MANAGE MYSELF)



By-

Dr S C Kulshreshtha

Shape your
Future & Career
by
Self Management

By
Dr S C Kulshreshtha
Chairman, SRGC

What is Management ?

- Management is the process of using what you have **{RESOURCES}** in tactful manner, to do what you want to do **{GOALS}**

Resources {Assets}

7 categories of resources:

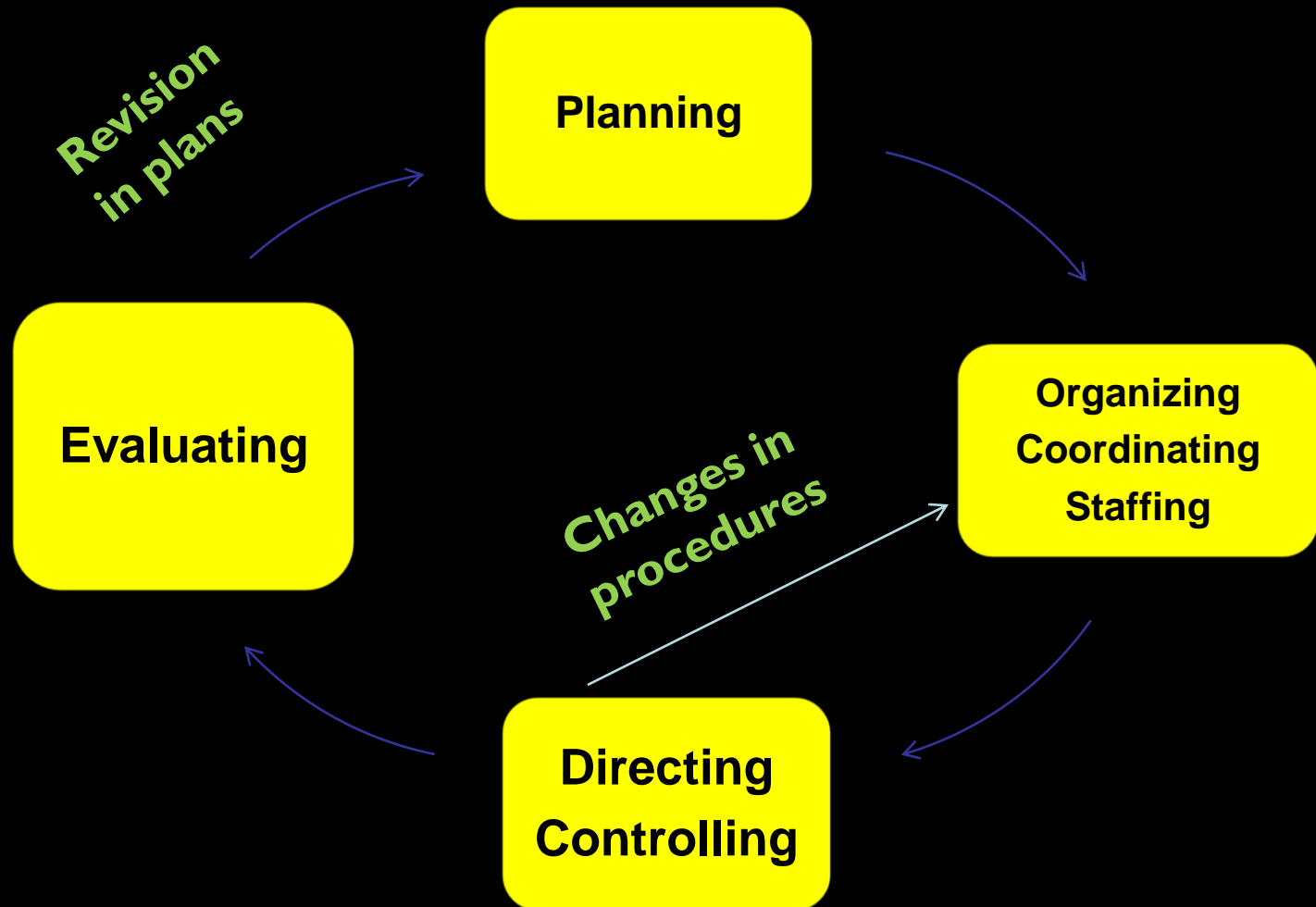
- People
- Money
- Time
- Work Procedures
- Energy
- Materials
- Equipment

A dream
is just a dream . . .

Goal

is a
dream
with a
deadline

The Management process.....



External Management

Time Management
Space Management
Personality Management
Social Management
Economic Management
Environmental Management
Competency Management
Team Management System Management
Behavioral Management
Knowledge Management
Communication Management
Ethics & Values Management
Self Esteem Management

Internal Management

Self Management



Everyone thinks of changing the world,
But no one thinks of changing
himself/herself

Goals: *Get on the Right Track*



What is your

- Short term goal
- Long term goal
- Ultimate goal

of Life.....

Self Management Consists of

- Self Physique
- Self Non - Physique
- Self Management

Self Physique Includes

- External Body
- Internal Body
- Management of Body

Self Non- Physique Includes

- Mind
- Soul, and
- It's Management

How can I combine my

▶ **Body**

▶ **Mind**

▶ **Soul**

A person in a dark suit stands in the center, looking up at the massive, dark legs of a giant person whose feet are visible at the bottom of the frame. The scene is dimly lit, with a bright light source from the side creating a strong silhouette effect and highlighting the textures of the legs and the person's suit. The overall mood is one of awe and insignificance.

**Don't
compare
yourself with
any one in
this world.**

**If you compare,
you are insulting
yourself.**

"TO BE A CHAMP

YOU HAVE TO BELIEVE
IN YOURSELF

WHEN NOBODY ELSE
WILL"

Like Yourself !!



I'm friendly



I'm polite



I listen



I study hard



I'm brave

I Like Myself



I take turns



I'm loving



I help



I have a gift



I share

Remove Negative Thoughts !



What is Personality ?

Is it our Attitude ?

Or

Self Esteem ?

Or

Character ?

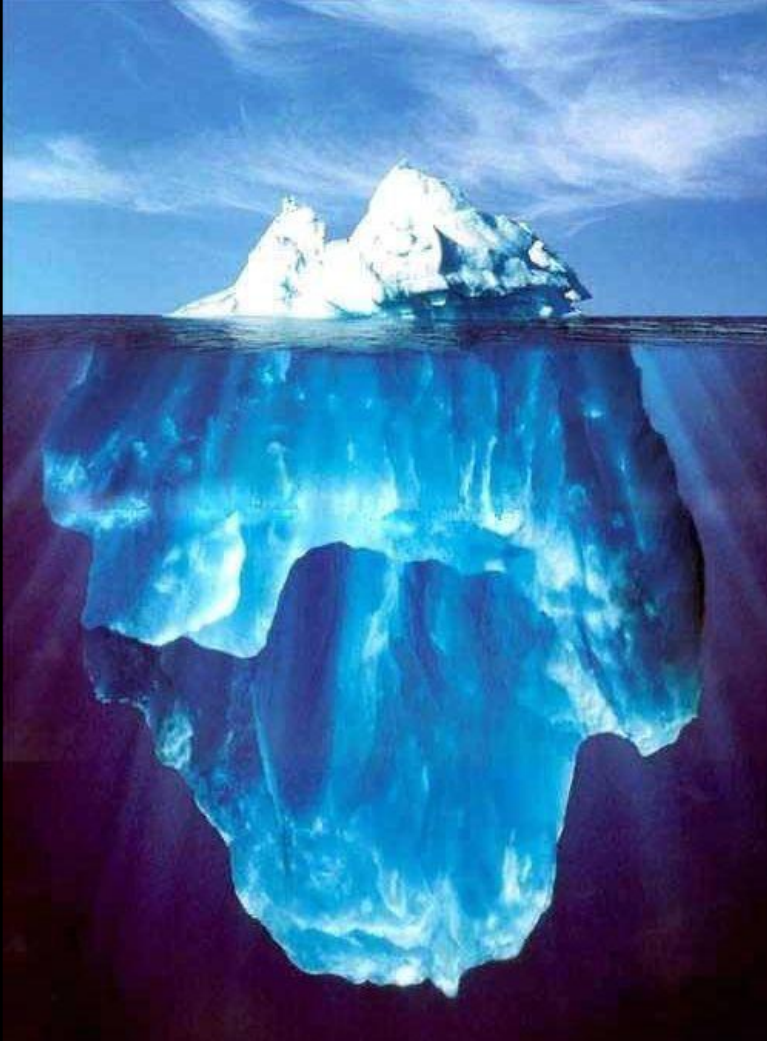
Or

Behavior ?

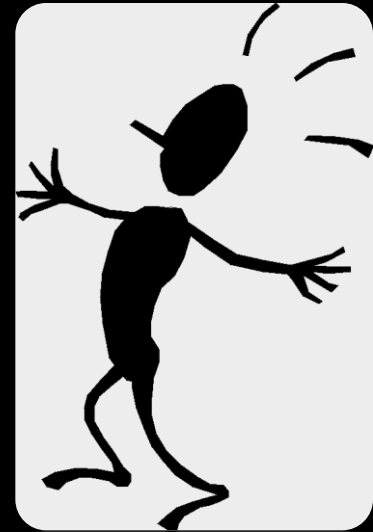
Read it aloud
"SUCCESSISNOWHERE"



THE ICEBERG



ONLY **10%** OF
ANY ICEBERG
IS VISIBLE.
THE
REMAINING
90% IS
BELOW SEA
LEVEL.





**VISIBLE
ABOVE SEA LEVEL**

10 %

SEA LEVEL

**INVISIBLE
BELOW SEA LEVEL**

90 %





**KNOWN
TO OTHERS**

**KNOWLEDGE
&
SKILLS**

SEA LEVEL

**UNKNOWN
TO OTHERS**

ATTITUDE





**KNOWN
TO OTHERS**

BEHAVIOR

SEA LEVEL

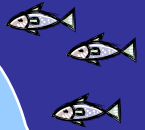
**UNKNOWN
TO OTHERS**

IMPACT

VALUES – STANDARDS – JUDGMENTS

ATTITUDE

MOTIVES – ETHICS – BELIEFS



Self-Esteem...What is it?

- **Self-esteem refers to the way we see and think about ourselves.**



The Effects of High Self-Esteem

-They don't worry about how others will judge them.



The Effects of High Self-Esteem

-They have the courage to express themselves.



The Effects of High Self-Esteem

- Their ideas are met with interest because others want to hear what they have to say.



The Effects of High Self-Esteem

- They are magnets to positive opportunities!



The Effects of High Self-Esteem

People with high self-esteem have an “I think I can” attitude!



Trustworthiness

- ▶ Be honest.
- ▶ Don't deceive, cheat or steal.
- ▶ Be reliable - do what you say you'll do.
- ▶ Have the courage to do the right thing.
- ▶ Build a good reputation.
- ▶ Be loyal - stand by your family, friends and country.

Respect

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control.
- Be self-disciplined.
- Think before you act - consider the consequences.
- Be accountable for your choices.

Fairness

- ▶ Play by the rules.
- ▶ Take turns and share.
- ▶ Be open-minded; listen to others.
- ▶ Don't take advantage of others.
- ▶ Don't blame others carelessly.

Caring

- ▶ Be kind.
- ▶ Be compassionate and show you care.
- ▶ Express gratitude.
- ▶ Forgive others.
- ▶ Help people in need.

Citizenship

- Do your share to make your college and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

Human Behavior

- is the range of actions and mannerism made by individuals out of their **Nature** and **Nurture**.



Behavior

is the range of **actions** and **mannerism** made by the **Individuals**

Individuals

Secure individuals

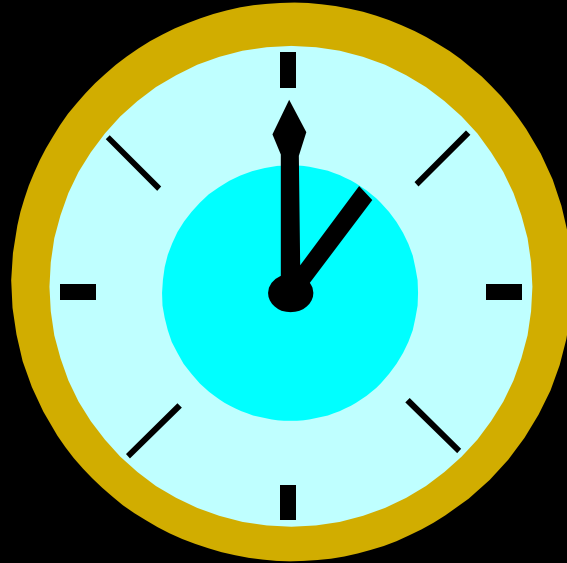
Insecure/ threatened
Individuals



**SIGNS
OF
HIGH
SELF-
ESTEEM**



WHAT IS TIME MANAGEMENT ?



Time Management



Time management is the act of taking conscious control over the amount of time spent on specific activities.

If you are an
Average Person, in
your lifetime you
will spend.....

Twenty Years Sleeping.



Two & Half Years in the bathroom.



Four Years Eating





Two & Half Years Waiting in Line.

One & Half years in a meeting.

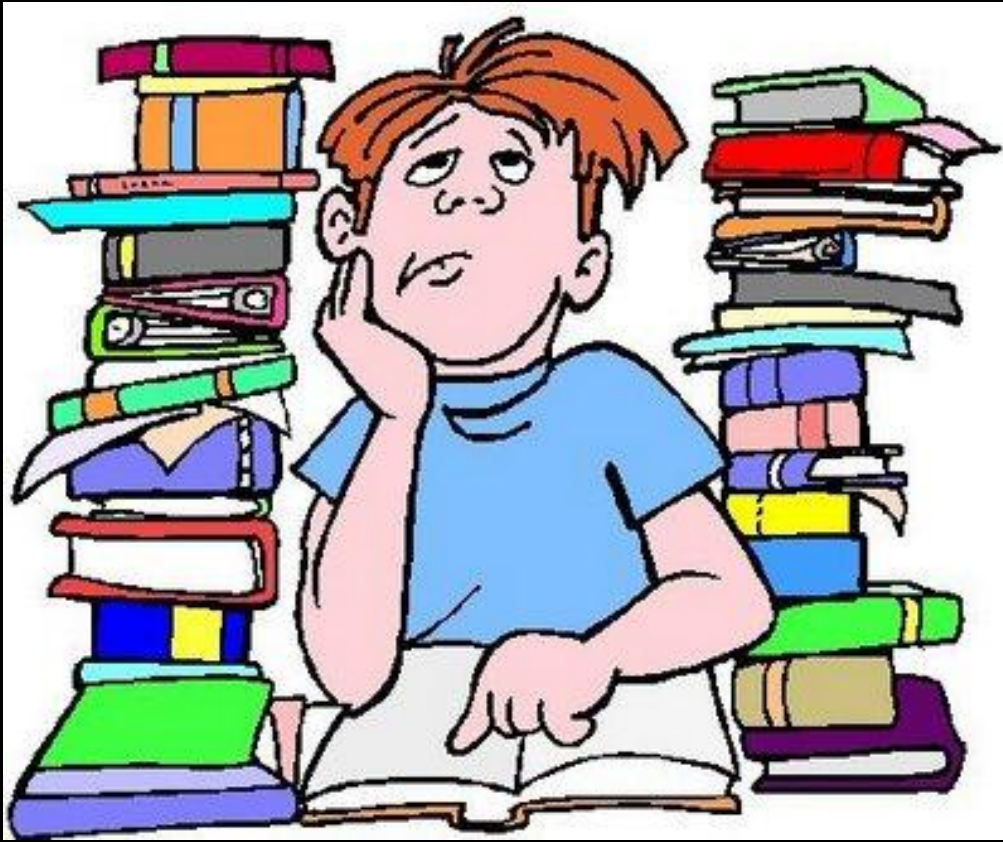




Two years
playing
telephone
tag.



Four
Years
Chatting in
Social
Media.



Four & Half
Years in Studying



Ten
Years in
Working.

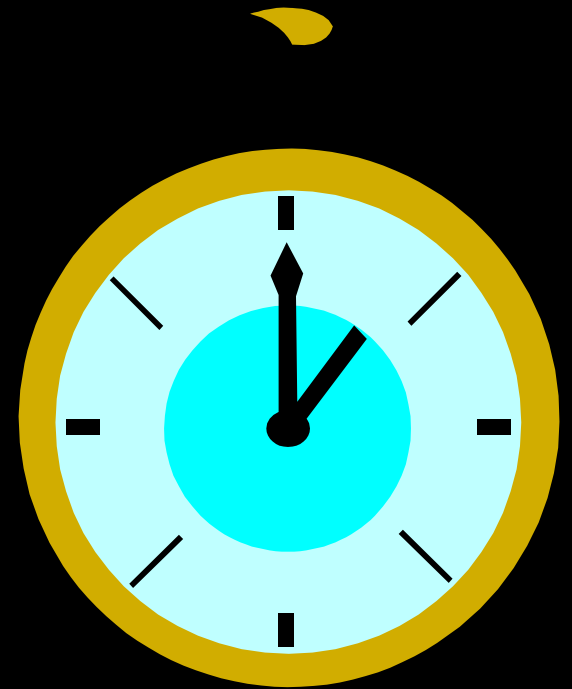
Nine Years in Gossiping & Socialization



BENEFITS OF TIME MANAGEMENT

IT MAKES YOU :-

- EFFICIENT
- SUCCESSFUL
- HEALTHY



KINESICS :

**ROLE OF
BODY LANGUAGE
IN
COMMUNICATION**

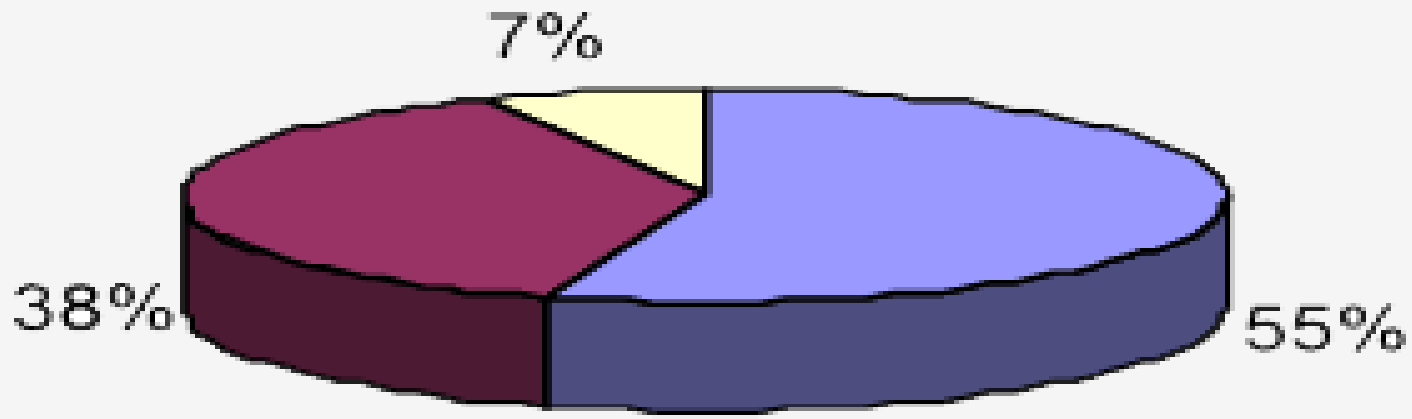
Tone of Voice



Body Language



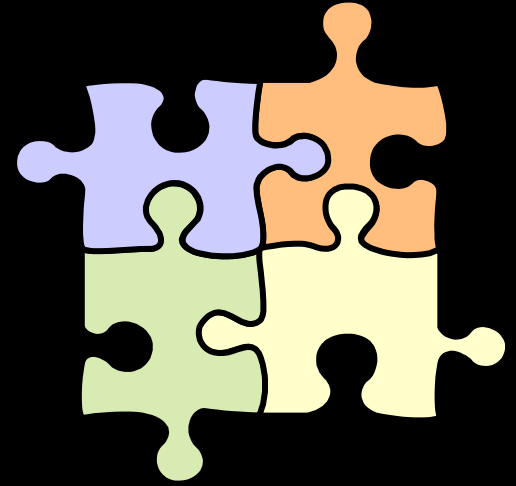
Communication



■ Body Language ■ Tone of voice ■ Words

Leadership qualities:

- Planning
- (People won't fail, they fail to plan)
- Self discipline
- Know your Responsibilities
- Commitment
- Developing Skills
- Organizing things properly
- Self Motivation and motivating people
- Optimum utilization of time
- Help others



Leader's role and status in a group.



Failures are painful when they happen.

But year's later collection of failures are called experience, which leads to success.

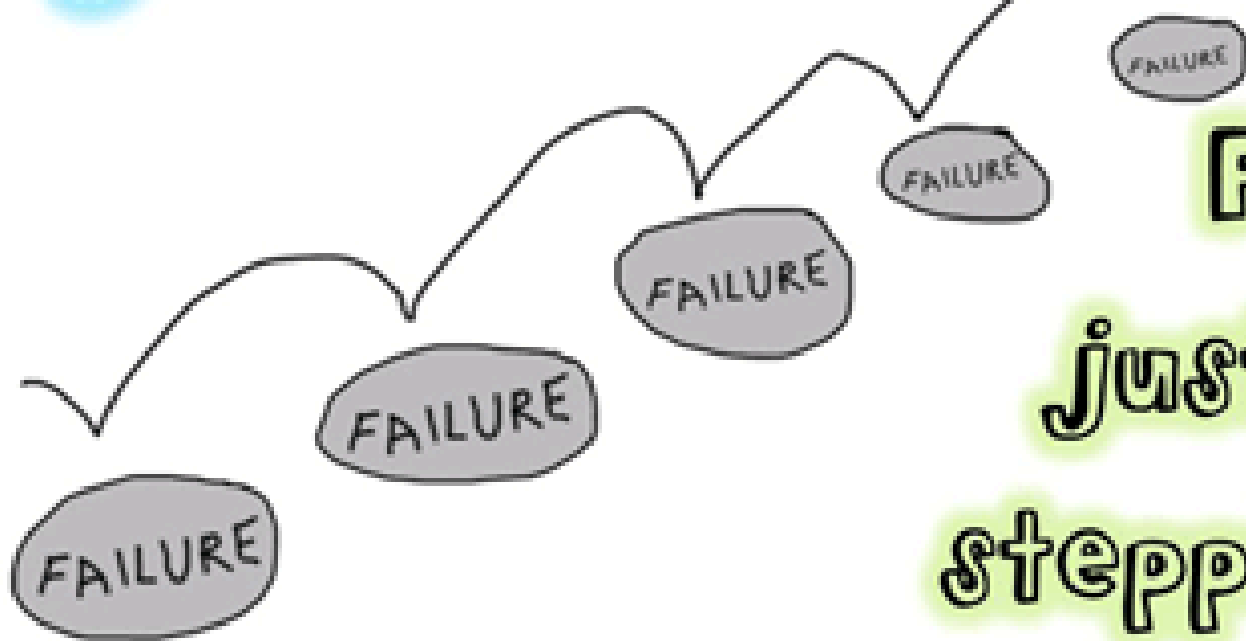
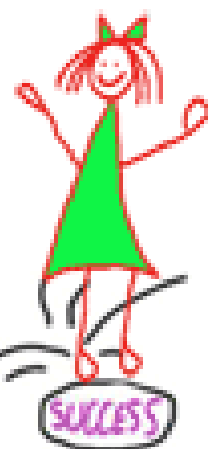


Thomas Edison



*"I have not failed, I've just found
10,000 ways that won't work".*

Just Keep Going



Failure is
just another
stepping stone
to success

NEVER EVER GIVE UP!



**Follow these.....
Success will follow you**



THANK YOU

Dr S C Kulshreshtha