



CREATING AWARENESS AND SELF MANAGEMENT

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Agenda

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- Significance of understanding self
- Dimensions of self awareness
- Self management techniques



“He that would
govern others must
first master himself”

- *Messinger*



Understanding Self

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- *“How someone perceive themselves”*
- Self-management depends first and foremost on self-awareness
- Developing self-control and clarifying priorities and goals, help individuals create direction in their own lives
- Effectively managing time and stress makes it possible for individuals to adapt to and organize their surroundings



Paradox of Self-Awareness

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- Individuals cannot improve themselves or develop new capabilities unless and until they know what level of capability they currently possess
- Self-knowledge may inhibit personal improvement rather than facilitate it



Paradox of Self-Awareness

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(The reason is that individuals frequently evade personal growth and new self-knowledge. They resist acquiring additional information in order to protect their self-esteem or self-respect.)



Reason for Focusing

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- **Sensitive Line** - When encountering information about themselves that is inconsistent or behavior-altering with their self-concept, individuals become defensive
- **Threat-rigidity response** - Individuals who face threat, uncertainty or uncomfortable environment tend to be rigid



Reason for Focusing

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- **Understanding and Appreciating Individual Differences**
 - ▣ Develop the ability to diagnose important differences among others with whom you interact (*managing diversity*)
 - ▣ Being empathetic towards the different perspectives, needs, and inclinations of other people is a key part of Emotional Intelligence



Creating Self Awareness

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Self Assessment Exercise



Self-awareness

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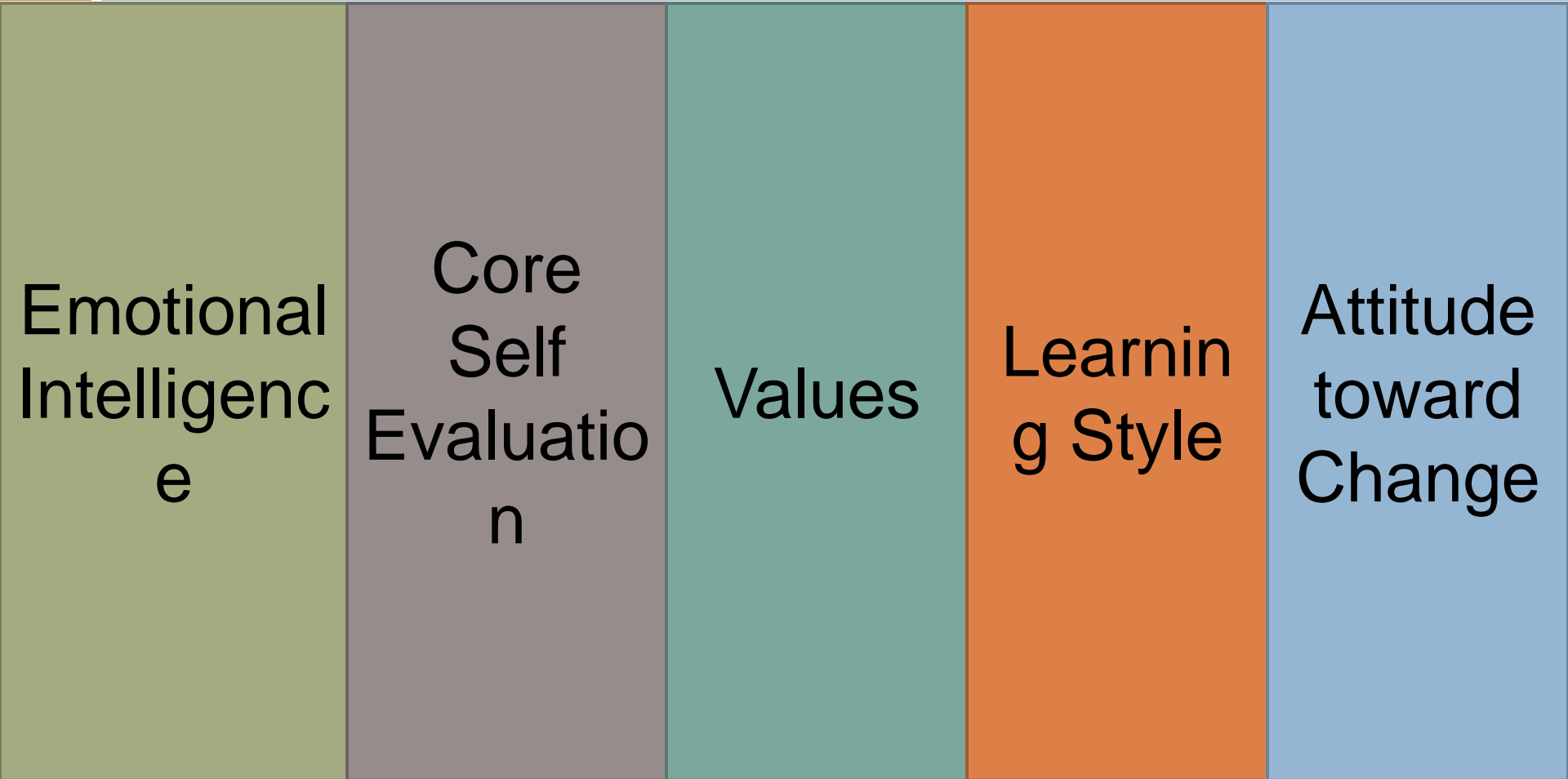
Individuals who have high self-awareness are:

- able to conduct accurate self-appraisals,
- self-confident,
- perceive situations accurately, and
- willing to take risks for what they believe to be right.



Five Dimensions of Self Awareness

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Emotional Intelligence

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Capacity for understanding one's own feelings and the feelings of others, for motivating self, and for managing emotions effectively in relationships.



Emotional Intelligence

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- It is essential in effective leadership and has a direct impact on work performance
- Research at the Center for Creative Leadership has shown that the primary cause of executive turnover was individual deficiency in the area of emotional competence



Contributors for managerial success

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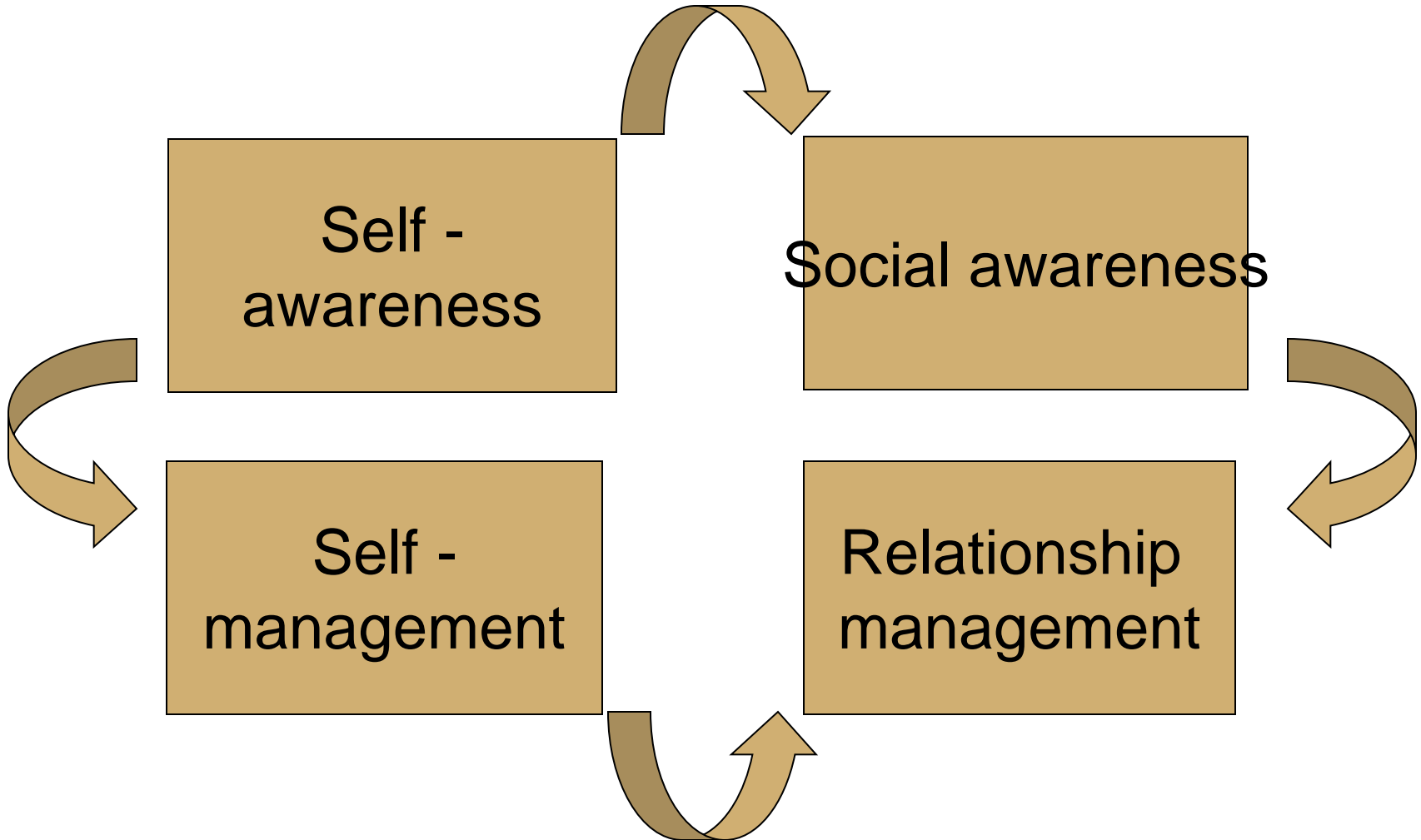
Cognitive intelligence (IQ) - 20%

Emotional intelligence (EQ) and others - 80%

- IQ gets you hired, but EQ gets you promoted
- Both combines to make you successful!

Four Basic clusters of EI

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Emotional Intelligence Exercise



Manager with High EQ:

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- are able to admit and learn from mistakes
- can take criticism well
- stay cool under pressure
- are able to control emotions
- can conduct thoughtful discussions
- are a great listener and speaker



Low EQ:

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- often think others don't get your point
- feel that being 'liked' is over-rated
- think people over-react to your comments or jokes
- Blame others for problems on their team
- think you shouldn't be expected to know how colleagues are feeling



Core Self Evaluation

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Self esteem:

The extent to which people see themselves as capable, successful and worthy



Values

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- Choose between alternatives, assumptions about the nature of reality
- Learned early, continue to develop
- Drive choices and behavior
- Differ based on culture and environment

CASE 1:

A man had been sentenced to prison for 10 years. After one year, however, he escaped from prison, moved to a new area of the country, and took on the name of Sardar. For eight years he worked hard, and gradually he saved enough money to buy his own business. He was fair to his customers, gave his employees top wages, and gave most of his own profits to charity. Then one day, Ms. Maya, an old neighbor, recognized him as the man who had escaped from prison eight years before and for whom the police had been looking. Should Ms. Maya report Mr. Sardar to the police and have him sent back to prison?

a) Should report him b) Can't decide c) Shouldn't

Two Types of Personal Values

Terminal

- ❑ Comfortable life
- ❑ Exciting life
- ❑ World at peace
- ❑ World of beauty
- ❑ Equality
- ❑ Family security

Instrumental

- ❑ Ambitious
- ❑ Capable
- ❑ Cheerful
- ❑ Clean
- ❑ Courageous
- ❑ Forgiving



Cognitive Styles (Knowing, Planning, Creating)

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- Identifies individual thought process, perceptions and method of acquiring and storing information.
- Cognitive style is based on two key dimensions:
 - ▣ the manner in which one gather information
 - ▣ the way in which one evaluate and act on information



Attitude Towards Change

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The environment becoming more chaotic, more temporary, more complex, and more overloaded with information,

The ability to process information is at least partly constrained by the fundamental attitude about change. Two major dimensions

- Locus of control
- Tolerance of ambiguity



Locus of Control

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The extent to which a person believes they have power over their successes and/or failures in life.

Internal Locus of Control:

- ❑ Believes his or her successes are due to factors within their own control.
- ❑ Behavior is guided by his/her personal decisions and efforts.



Locus of Control.....

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External Locus of Control:

- ❑ Believes his or her successes or failures are due to factors outside of their own control.
- ❑ Behavior is guided by fate, luck, or other external circumstance.

Research suggest that successful manager or leaders have higher internal locus of control



Tolerance of Ambiguity

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- Tolerance (or intolerance) of ambiguity influences one's behavior and consequently leadership and decision-making style.
- Studies have found that managers high on tolerance for ambiguity adjust and perform better, and influence positively at workplaces environments.



Dimensions of Tolerance of Ambiguity

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- Novelty – coping with new, unfamiliar situations
- Complexity – using multiple, distinctive, or unrelated information
- Insolubility – dealing with problems that are difficult to solve



Managers with High Tolerance for Ambiguity...

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- more entrepreneurial in their actions
- screen out less information in complex environment
- choose specialties that are less structured
- cope more effectively with role stress and conflict



Self assessment Result



Thank you