

Microsoft Teams – Soft Skills

PART 2

Self- Awareness

1. What is Self-Awareness?

2. Primary Components

3. Why is it Significant?

4. Becoming More Self-Aware

Assignments

16 Personalities

What is Self-Awareness?

Self-awareness is the ability to recognize and understand your own thoughts, feelings, behaviors, and the impact you have on others and the world around you.

It involves being conscious of your own existence and having a clear and accurate perception of yourself. Self-awareness is a fundamental aspect of human consciousness and plays a crucial role in personal and interpersonal development.



Primary Components of Self-Awareness

There are two primary components of self-awareness:

1. Internal Self-awareness
2. External Self-awareness



Why is Self-Awareness Significant?

Self-awareness is significant for several reasons, and it plays a crucial role in personal and interpersonal development. Here are some of the key reasons why self-awareness is important:

- ▶ **Better Decision-Making**
- ▶ **Improved Self-Management**
- ▶ **Enhanced Relationships**
- ▶ **Personal Growth**
- ▶ **Stress Reduction**
- ▶ **Increased Empathy**
- ▶ **Career Success**
- ▶ **Improved Communication**
- ▶ **Resilience**
- ▶ **Happiness and Well-being**

Better Decision Making

- ▶ When you are self-aware, you have a clearer understanding of your values, beliefs, and goals.
- ▶ This clarity can help you make decisions that align with your true self and lead to more fulfilling and purposeful choices.



Improved Self-Management

Self-aware individuals are better at regulating their emotions and behavior. They can identify when they are experiencing negative emotions and take steps to manage them effectively. This is a key aspect of emotional intelligence.



Enhanced Relationships

Understanding your own emotions, motivations, and communication style can help you relate to others more effectively.

It allows you to empathize with others, resolve conflicts, and build stronger, more meaningful relationships.



Personal Growth

Self-awareness is a foundational element of personal growth and development. It enables you to recognize areas where you can improve, set goals for self-improvement, and track your progress.



Stress Reduction

- ▶ Self-awareness can help you identify the sources of stress in your life and develop strategies to cope with stress more effectively.
- ▶ By understanding how stress affects you, you can take steps to reduce its impact.

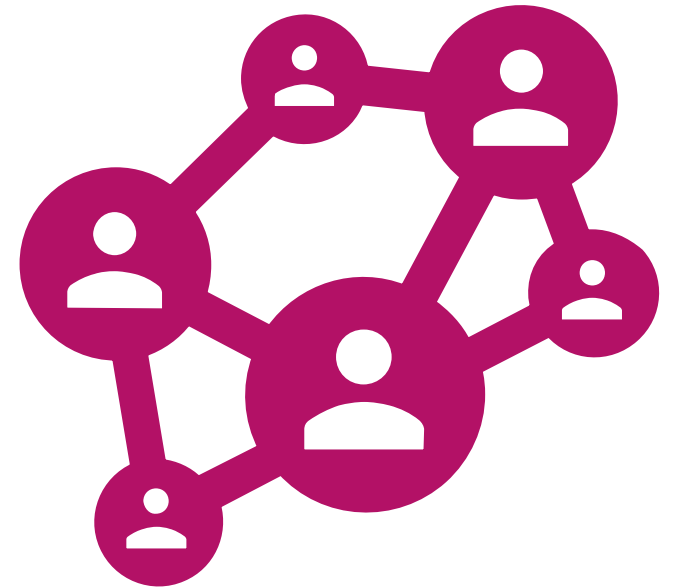


Increased Empathy

Self-aware individuals are often more empathetic because they can relate their own experiences to the experiences of others. This can lead to more compassionate and understanding interactions with others.

Career Success

In the professional realm, self-awareness is highly valuable. It can help you understand your strengths and weaknesses, leading to better career choices and more effective teamwork. It's also a valuable skill for leadership, as self-aware leaders can inspire and motivate their teams more effectively.



Improved Communication

Self-awareness can enhance your communication skills by helping you understand your communication style and how it is perceived by others. This leads to more effective and clearer communication.



Resilience

Self-aware individuals tend to be more resilient in the face of adversity. They can adapt to challenging situations and bounce back from setbacks more effectively because they have a better understanding of their own coping mechanisms.





Happiness and Well-Being

Ultimately, self-awareness can lead to greater happiness and overall well-being. When you understand yourself and your needs, you can make choices that contribute to a more fulfilling and satisfying life.

Assignment

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In this assignment, you will explore the importance of self-awareness in various aspects of personal and interpersonal development. You will analyze how self-awareness affects decision-making, self-management, relationships, personal growth, stress reduction, empathy, career success, communication, resilience, and overall happiness and well-being.

In your group, discuss how the components of self-awareness will assist you in your studies and in your career. You will share this with the class.

5 Self Awareness Activities



16 Personalities

1. Navigate to the following website ([Free Personality Test | 16Personalities](#)) and take the free test
2. View your results and take note of anything that stands out for you:
 - Your Personality
 - Your Traits
 - Your Tactics
 - Strengths and Weaknesses
 - Career Paths
 - Workplace Habits

Student Reflection Journal Assignment: 16 Personalities

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What was your overall result on the 16 personalities test, and do you feel that it accurately reflects your personality?

Were there any surprises in your results that you didn't expect? If so, how do you think those traits might manifest in your daily life?

Did you find any particular strengths or weaknesses highlighted in your personality profile? How do you think these traits influence your interactions with others?

Were there any specific career suggestions or recommendations based on your personality type? Do you think these align with your own interests and aspirations?

Were there any areas where you disagreed or felt uncertain about the test results? How do you plan to explore or understand those aspects further?

How do you think your personality type might influence your preferred learning style or approach to education? Have you noticed any strategies that work best for you based on your results?

Did you find any areas for personal growth or development based on your personality profile? How do you plan to address or nurture those aspects moving forward?

Time Management

1. Importance of Time Management

2. Common Challenges

3. Benefits

4. Strategies

5. Time Management Tools

6. Overcoming Procrastination

7. Balancing Academics and Personal Life

8. Time Management Tips for Exams



Importance of Time Management

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- Academic Success
- Reduced Stress Levels
- Improved Work-Life Balance
- Enhanced Personal Well-being

What Are Some Common Challenges?

Procrastination

Overcommitting

Lack of Prioritization

Distractions (Social Media, etc.)

Benefits of Good Time Management



HIGHER GRADES



MORE FREE TIME



BETTER SLEEP



LOWER ANXIETY
LEVELS



Strategies for Effective Time Management

- **Set Clear Goals:** Academic, Personal, and Career Goals
- **Create a Schedule:** Use Planners or Digital Apps
- **Prioritize Tasks:** Use the Eisenhower Matrix (Urgent/Important)
- **Avoid Multitasking:** Focus on One Task at a Time
- **Learn to Say No:** Avoid Overcommitting
- **Take Breaks:** Use Techniques like the Pomodoro Method

Time Management Tools

- ▶ Calendar Apps
- ▶ To-Do List Apps
- ▶ Task Management Apps
- ▶ Time Tracking Software
- ▶ Note-Taking & Organization Tools
- ▶ Distraction-Blocking Apps



Overcoming Procrastination

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1

Break Tasks Down:

Divide large tasks into smaller, manageable parts

2

Set Short

Deadlines: Use timers to create a sense of urgency

3

Visualize Success:

Imagine the satisfaction of completing the task

4

Reward Yourself:

Celebrate achievements, even small ones

Balancing Academics and Personal Life

- **Schedule "Me Time":** Prioritize self-care activities
- **Communicate Needs:** Inform friends and family about study times
- **Stay Active:** Regular exercise boosts energy and focus
- **Seek Support:** Don't hesitate to ask for help when needed



Time Management Tips for Exams

- **Start Early:** Begin studying well in advance of exams
- **Create a Study Plan:** Break down topics and allocate time for each
- **Practice Regularly:** Use past papers and quizzes for practice
- **Review and Adjust:** Evaluate your plan and make necessary changes



Links

5 Self-Awareness
Activities

[5 Self Awareness
Activities: How to Be
More Self Aware & Know
Yourself Better – YouTube](#)

16 Personalities

[Free Personality Test |
16Personalities](#)

