

Unit – 6 Self Development and Assessment

6.1 Change

When we think about change, we recall a proverb 'Nothing is permanent but change.' It's a continuous process. If we accept it or not everything around us will change for sure. A well-prepared person can adjust himself / herself with change. Change is a basis part of our routine life. Starting from our clothes to our profile picture and ring tone we like change in our daily life.

Why do people avoid change?

Accepting change means stepping out of comfort zone. At initial stage it looks difficult, so people try to escape from it. When we see other people are accepting change, we also accept change. Some popular reasons people blame are....

- Fear of failure
- Underestimating one's capacity or Doubt on self
- Bothering too much about "what others will say"
- Possessive mindset
- Undue tension of future
- Question of safety and security

Benefits of change:

For accepting and enjoying change we need readiness. It is wise to go with the change as it is a law of nature. Here are some benefits of change.

- It gives us a new experience every time. This newness makes our life enjoyable.
- As soon as we accept change, we start getting benefit of it as it works on first come first serve bases.
- Change provides flexibility to our character.
- Change is a kind of opportunity which takes us way ahead of others.
- Change opens a new horizon of success for those who accept it.
- It provides relaxation from our daily routine.
- Accepting change every time makes us positive and boosts our confidence level.

6.2 Grow

As per dictionary, growth is a natural process. Our height, hair and nails grow effortlessly as a part of a natural process. This growth gets interrupted if we don't remove the obstacles. To grow is mostly dependent on the person. If we start giving excuses and blaming hurdles of the path, we can't grow. If we say growth is a natural process, we must make it natural. Element of outer force can stop our growth whereas inner force motivates us to grow. Self motivation helps a lot to grow and earn self esteem. Continuity is also an important element to grow. If once we start something and then stop doing, it may spoil the process of growing.

When we grow our career or our personality, many other things start growing with us. Our friendship, workplace, type of work or our decision also affect our growth. A bad company may mislead us from our path of growth. The place where we work plays an important role in our career development. If we select the work which doesn't suits our educational qualification or our interest, we can't grow well. It is our decision-making skill which fastens our growth. So, for a better future we have to understand the importance of growth.

6.3 Persist

If you start any task, you may face problems. Despite of all hurdles, you do keep up doing your work is called to persist. It is a kind of firmness of mindset and dedication for work. When we accept a task, we should accept it with its problems. Persistence makes us a player of long innings. Patience and perseverance are the tools for persistence. To persist means to focus on the goal, not on the hurdles of the path. So, it is a good idea to visualize our goal and not to deviate. Positive mindset and strong motivation help us a lot to persist on our path.

6.4 Prioritize

Prioritize is a tool for productivity as we use compass as a tool of navigation. If we are clear about our purpose of work, we can progress well. We will be able to simplify complex things. It is a kind of planning of work. When we have number of tasks to perform, we must select the first task to do. Wise selection of task is known as prioritize.

For a better choice we must have a good knowledge of our work. We need to collect information and filter them for the first choice. We need to prioritize 'urgent and

important, task first. The second choice can be 'important but not urgent' tasks. In this way we can move ahead. The most valuable thing should get the priority.

For managing priority

- Manage your time
- Plan a balanced life
- Make to do list
- Combine time and use of other resources
- Start investing time for future
- Include small enjoyment break
- Work with quality

6.5 Read

Reading makes a full man, conference a ready man and writing an exact man. – Francis Bacon

Generally, we consider reading as a knowledge gaining tool. We generally read what we study. Reading is good for our mental health. It improves our decision-making power. Reading helps in a good management of life. Regular reading practice makes us smarter. We can be future ready by reading good books and magazines. It also expands our vocabulary which can be useful for a good career. As we read, so as we can write. Reading also helps us in improving our writing skills.

6.6 Learn

Learning is the essence of life. Without learning we can't imagine a successful life. We must be a lifelong learner. As the world is developing and growing, we must focus on learning also. The moment we stop learning, our progress gets interrupted. We often use a word up to date. This word means learning. To boost our profile, learning is very important. In professional life trainings, workshops and webinars are for learning purpose. These lines by Dr. Abdul Kalam are very important.

“Learning gives creativity
Creativity leads to thinking
Thinking provides knowledge
Knowledge makes you great.”

6.7 Listen

Listening is a receiving process we get input by listening. We spend our most of the time in listening. We can divide listening in to two parts: Active listening and passive listening. When we listen someone, try to understand it and reply, it is called Active listening. On the other hand, passive listening is when we listen to someone but don't try to get the meaning of it. We not only listen to any music or any song but also some people as well. We listen to people for different purposes. We listen teachers to learn and understand. We listen to news for information. A doctor listens to a patient to cure the disease. A judge listens to lawyers to solve the problem. For a good professional and personal life, practicing listening is very useful.

6.8 Record

The word record has two meanings. One is to record audio or video and the other is to keep documentation. Good record keeping is required in every workplace. This documentation can be in paper format or in electronic format. Records may include any important document like order, drawing, memo, photographs, sound, or video. The main purpose of record keeping is to have future reference. Records are to use in the favor of organization or any employee. The track should be maintained on both levels personal and organizational. Records are often used to compare past and present and improve the efficiency. It also helps in evaluating the progress. Records are useful evidence for any office or person.

6.9 Remember

To remember means the ability to store information in our memory for a longer time. Generally, we remember the things or people we like the most. Person with a good memory power is mostly considered as knowledgeable, smart, and competent. The ability to remember can be developed. Remembrance is dependable on our mind. It is known that a healthy mind resides in a healthy body. By regular exercise and healthy food, we can improve our power of remembering. In professional life it is important to remember the promises that we must keep. In our daily routine we need to remember the tasks to perform.

6.10 Assess

To assess means to value or to know the importance. It is also known as evaluation or examination. Here we refer assess as the continuous evaluation of self to improve. By knowing about our ability, we can enhance our performance. By knowing our weakness, we can avoid problems. For a good career we need to regularly assess our progress because regular self assessment boosts our confidence as well. It wipes off any uncertainty of our life. Indirectly it is self help. In corporate field it is known as **SWOT** analysis. Strength > Weakness > Opportunities > Threat. To improve the skill of assessment, ask questions and note down your objectives.

6.11 Think

We are the only creature on earth blessed with thing power. We are just a reed on this earth but the thinking one. Thinking can be considered as processing. Listening and reading are a process of input. It is of no use if we don't think over reading and listening. Thinking is the process of enlightenment but if we over think it affect our actions. That's why it is said too much thinking blunts the edge of action.

Critical thinking is an important aspect of thinking. It is a useful professional ability to be developed. In critical thinking, we divide the thought in different segments. We try to see and judge various aspects of the idea. It involves logical thinking and analytical thinking. Again, we can quote lines by Dr. Abdul Kalam are very important.

“Learning gives creativity.
Creativity leads to thinking.
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6.12 Communicate

The word communication has its root in the Latin word “*communicare*”, which means “to share”. In brief communication can be defined as the exchange of information, ideas, and knowledge between sender and receiver through an accepted code of symbols. The progression of transmission and interchange of ideas, facts, feelings, or actions is known as “Process of Communication”. It includes the giving, getting, and sharing of information with others may be oral or written. In communication cycle the sender encodes the message and sends it through a channel. This channel is nothing, but the

language used. The receiver receives the message, decodes it, and acts on it. If the message received is the same as the message sent, there will be a response; if not, there has been a breakdown of communication. This may happen because of “noise”.

The transmission of the receiver’s response to the sender is called feedback. Feedback is the indicator of effective communication. Communication always takes place in a well-defined set-up. This is called the communication environment. A classroom is the communication environment when a teacher delivers lectures to students.

In brief, the essentials of effective communication are:

1. A common communication environment
2. Cooperation between the sender and receiver
3. Selection of correct channel
4. Correct encoding and decoding of the message
5. Receipt of the desired response and feedback

6.13 Relate

To relate means to find similarities between things, people, or incidents. We relate to find commonness and learn something new. By relating we get new ideas for work. It is also useful to find shortcomings of self and improvement. Before starting any work or finalize purchasing item it is advisable to relate.

The word ‘relate’ is closely associated with building relations. For creating a healthy work environment, we require openness between people or party. To maintain a good relation, we need to give respect and appreciate others, listen to them patiently, apologize for inconvenience and forgive others as well.

6.14 Dream

“Dream is not what you see while you sleep. Dream is what not let you sleep”

– Dr. APJ Adul Kalam

Every person must have a fair dream for life. If we you don’t have a dream, how will we grow. On the other hand, if we have a dream and don’t work to fulfill it someone else will use our ability to achieve their dream. The best thing about dream is, it is

always positive. With a positive hope we should always dream big. Dreams motivate a person to move ahead and fight with all challenges. Dreams are the key to bring happiness.

Dreams fill our life with colors of excitement and eagerness. The other meaning of dream is 'a magnified version of our goals.' It gives us a chance to stretch our boundaries and expand our vision. Many times, our dream also becomes the dream for others. For example, our dream is also the dream of our parents. They always help us in every possible way to fulfill our dream. Our dream is our lifetime friend and motivator.

LEC-MORBI