

Youth Leadership Program.

Managing Oneself in one's role

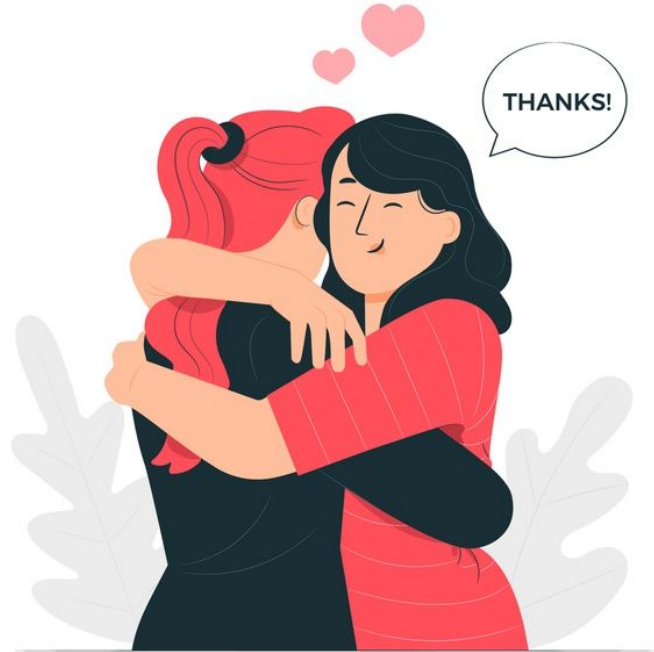




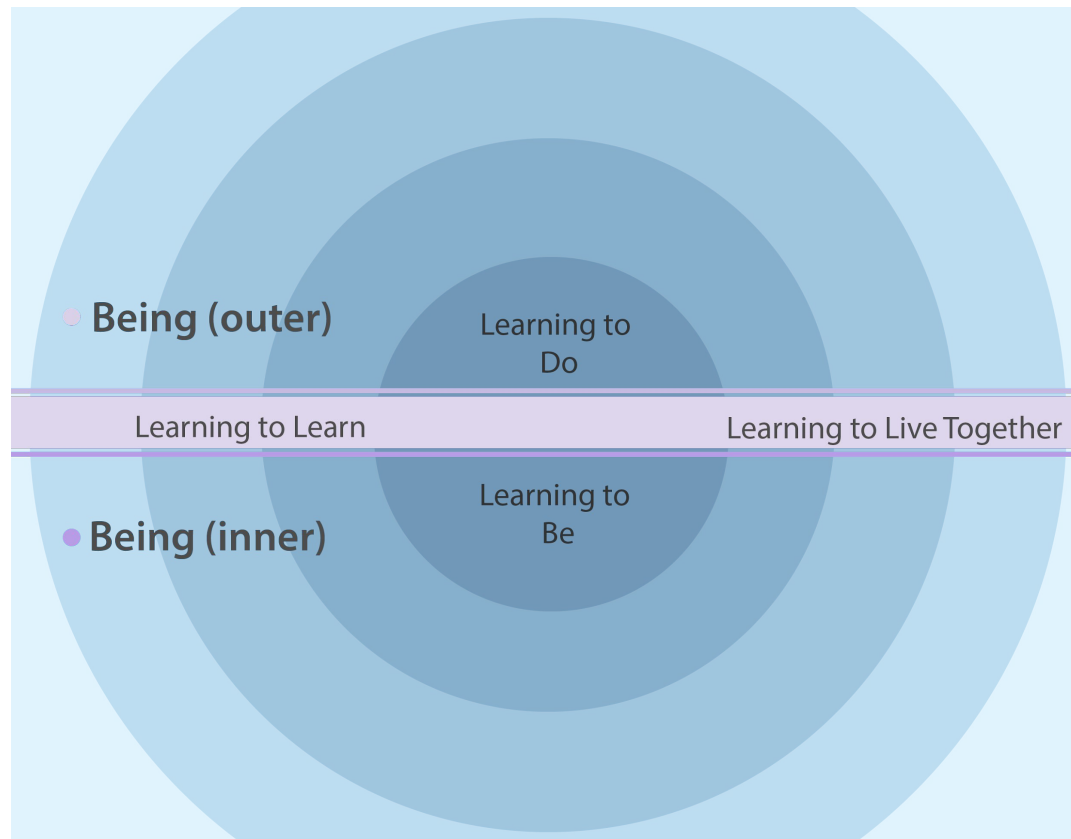
silence

Practice of Silence

The 3 good things.



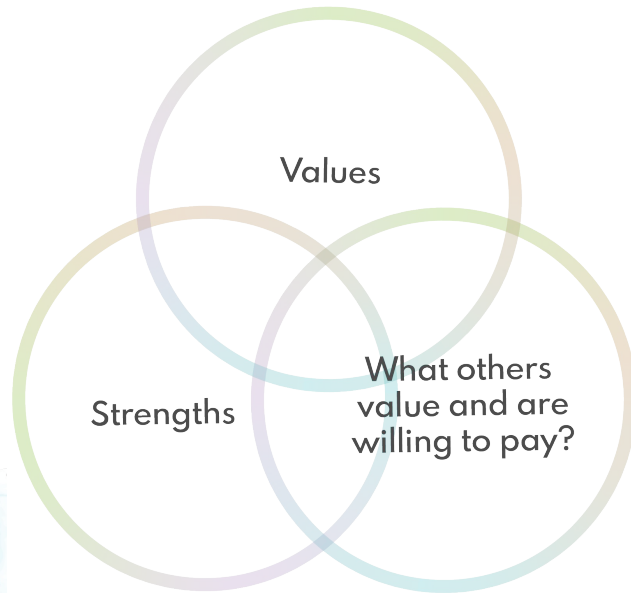
So far we
looked
at...



Sessions 1-5: Focused on individual learning & challenges

Session 6-10: Group learning & working together

Becoming aware of oneself is key to grow and actualize one's true potential.



Choosing what's aligned to your nature, strengths (Swabhav) and what is valued by others helps us to find our right work. (Swadharma)

Process Oriented or Flexible?

Harmonious or Assertive?

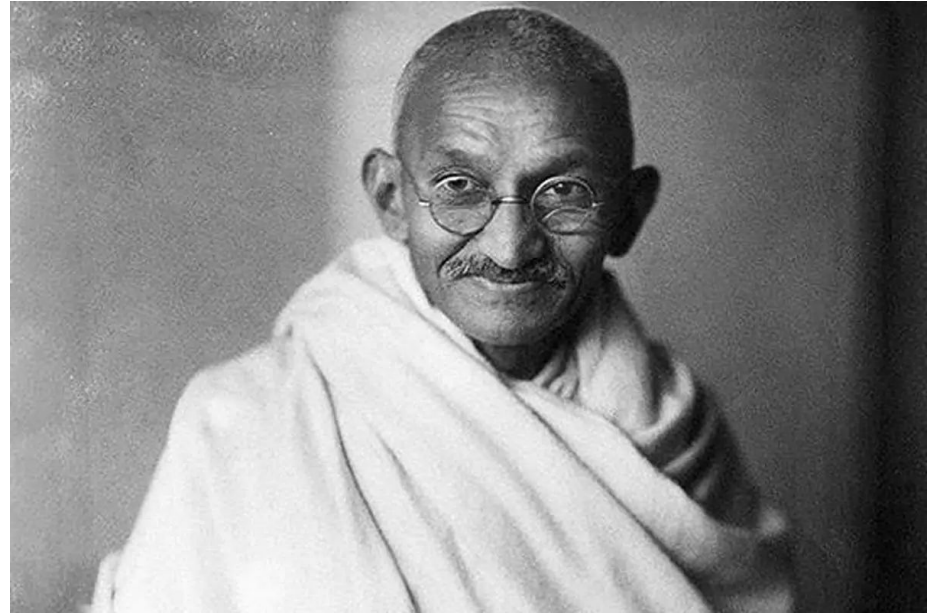
Externally stimulated or Internally stimulated?

Explorer or Conventionalist?

Feeling or Thinking?

Who am I?

Work is inter-related
to others - working
with and creating
value for others - is
what creates
meaning.



The best way to find yourself is to lose
yourself in the service of others. - M.K
Gandhi

Agenda.

- Sharing our C5Qs, how our week went, the “good things”
- Managing oneself and managing one’s time
- Understanding my role and competencies

C5Q.

1. What did I do against what I committed?
2. What got created?
3. What did I do that work? What was I **being** that worked?
4. What did I do that did not work? What was I **being** that did not work?
5. What can I do differently?

Part 1

Managing Oneself & Managing Time.

“When you are doing any work do not think of anything beyond. Do it as worship, as the highest worship, and devote your whole life to it for the time being.”

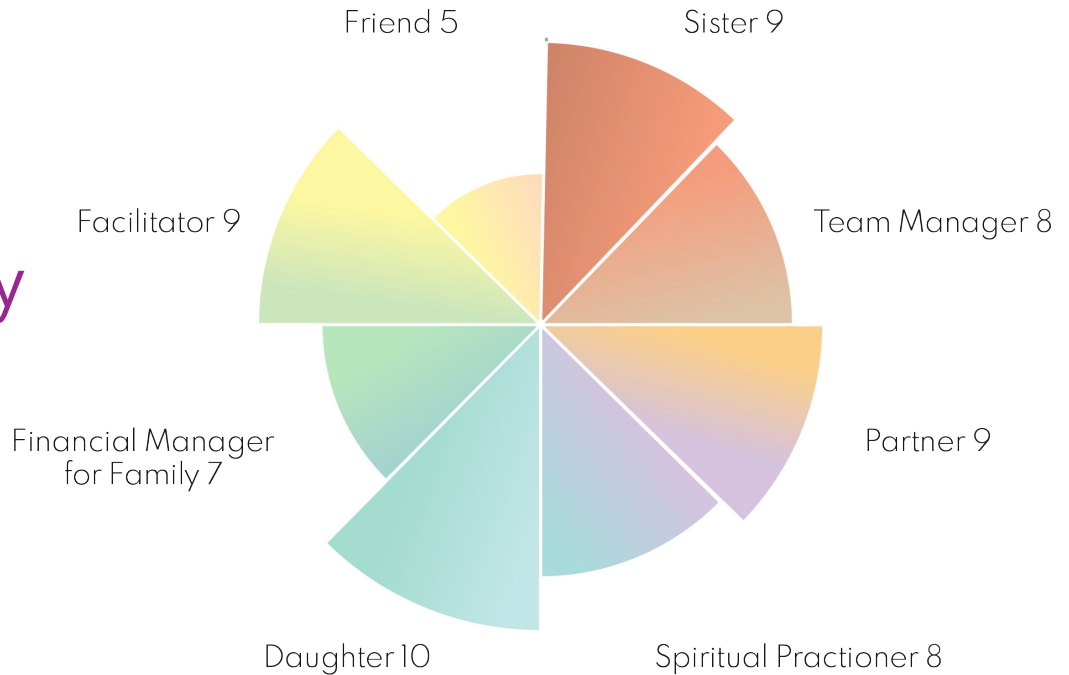
- Swami Vivekanand



What are the various roles
you play?

Wheel of Life.

Rate yourself in the various roles you play on a scale of (1-10).



To what level of satisfaction in each role would you *like* to move to at the end of 3 months?

What is the most important thing you need to invest time on?

Look at your week and assess: where did you spend your time?

Now Group your activities in the 4 quadrants

1. Urgent but not important
2. Urgent and Important
3. Important but not urgent
4. Not Urgent, Not important

	Urgent	Not Urgent
Important	<p><u>Q I</u></p> <ul style="list-style-type: none">• Crises• Pressing Problems• Deadline- driven projects, meetings, reports	<p><u>Q II</u></p> <ul style="list-style-type: none">• Preparation• Prevention• Planning• Relationship- building• Re-creation• Values clarification
Not Important	<p><u>Q III</u></p> <ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unimportant meetings, phone calls, mail, e-mail• Other people's minor issues	<p><u>Q IV</u></p> <ul style="list-style-type: none">• Irrelevant-phone calls, mail, e-mail• Time wasters• Excessive TV, Social media

In which of the above 4 quadrants
am I spending most of my time in?

How much time do I spend on myself for things which
are important?

Jar of Life.



An ability to manage one's time is the crucial to managing work.

Aim to move to **doing** and **deciding** on things that are important, so that one is neither firefighting (over tasks to be **delegated**) nor doing meaningless things (over tasks to be **deleted**).

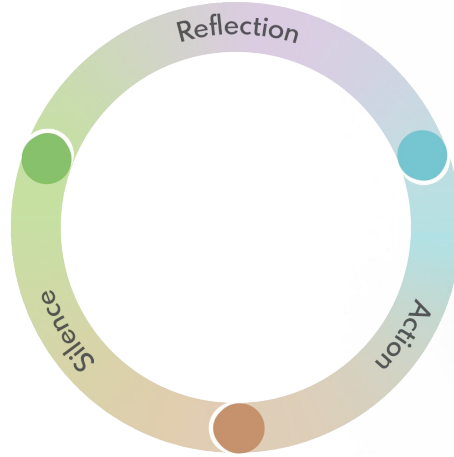
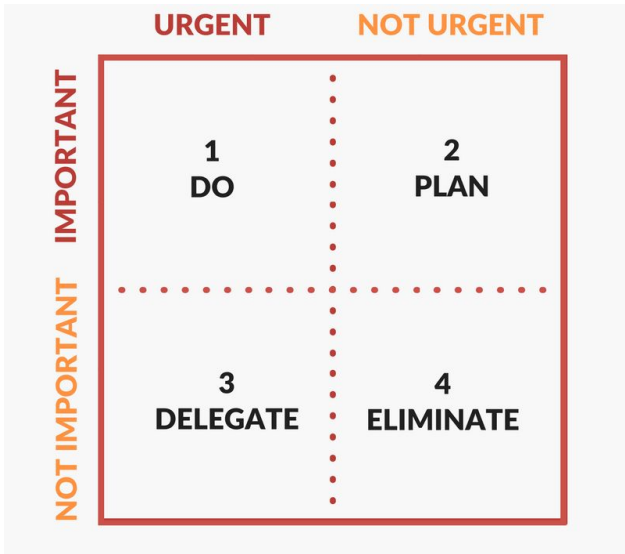
What is important is seldom urgent and what is urgent is seldom important.

- Dwight D. Eisenhower, Former U.S President



How can I manage my time?

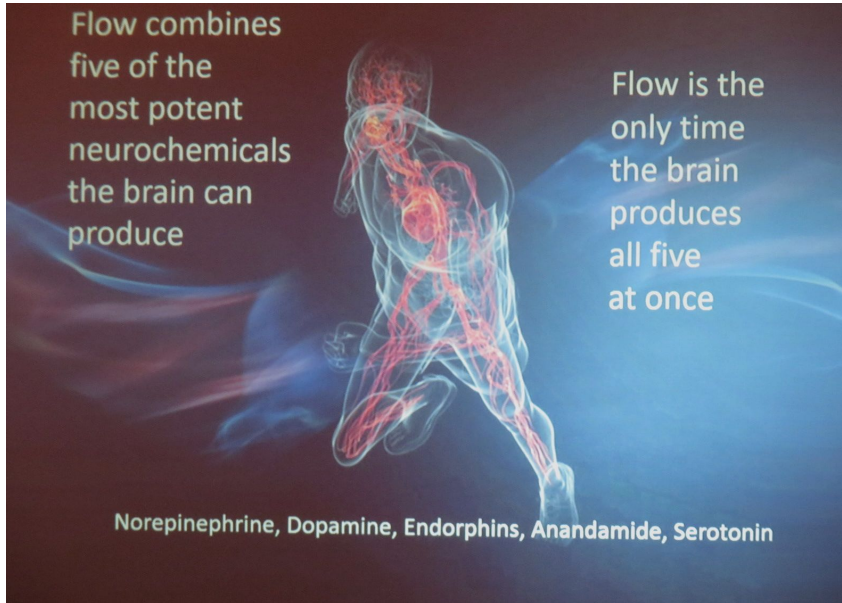
Why is it important to manage time?



“The happiest people spend much time in a state of flow – the state in which people are so involved in an activity that nothing else seems to matter; the experience itself is so enjoyable that people will do it even at great cost, for the sheer sake of doing it.”

- Mihály Csíkszentmihályi, Author
State of Flow





The Neurochemistry of Flow States suggest that these states strengthen motivation, creativity and learning.

-Steven Kotler,
Flow Genome Project



silence

Part 2

Role and competencies.



Practice of Silence

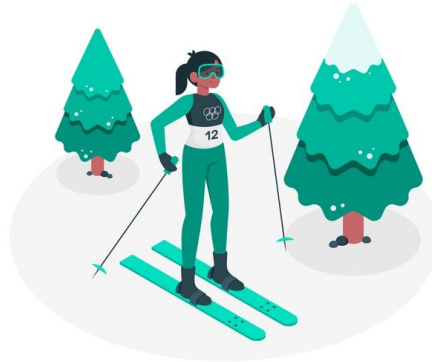
Mirroring my partner.



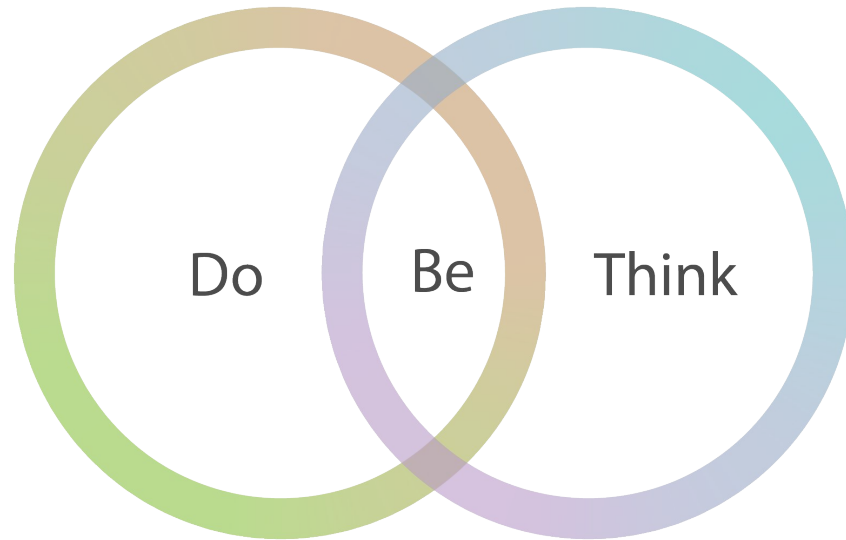
What is the work I want to do?/ What is the work I am doing?

What is my role?

What challenges do I face in my role?



The term competency refers to my
"Ability to Do"



What are the competencies required to do this role?

Core Competencies.



Competency is the ability to do something successfully or efficiently.

Competencies of Work

What do you "need to be" or what you need "to do" & "think", so that you work competently.

One of the best uses
of your time is to
increase your
competence in your
key result areas.



- Brian Tracy

Session Synthesis

- There are many roles that we play in our lives. **Managing oneself** in these **different roles** is about managing one's time. **Managing time** starts with understanding **what is important**.
- Any role you play will require you to develop the competencies that are required in that role. **Understanding competencies** required for a role - what do you **"need to be"**, what you need **"to do"**, can help to enable one to work competently.



silence

What emerged for me today is...

My commitments for the week are...

Next Week...

Day 5 - Setting Goals and Planning

- Understanding the process of setting goals, identifying and solving problems
- Learning to plan progress, execute and review

Curations - Required Learning Resources

See Krya page.



Post Session - Work.

- C5Q on commitments for the week on project
- Project Reflection: Make my project robust with goals
 - What are my roles with respect to my project?
 - How much time am I spending on each of these roles? Where do I need to invest more time?
 - What are the competencies required to work on my project?
 - What are my objectives for my project?
 - How will I evaluate the success of my project? What will be my key result areas – Internally and externally?

Practice of Silence

Resourcing.





silence

Feedback.
Please share [here](#).

Thank You Leaders.