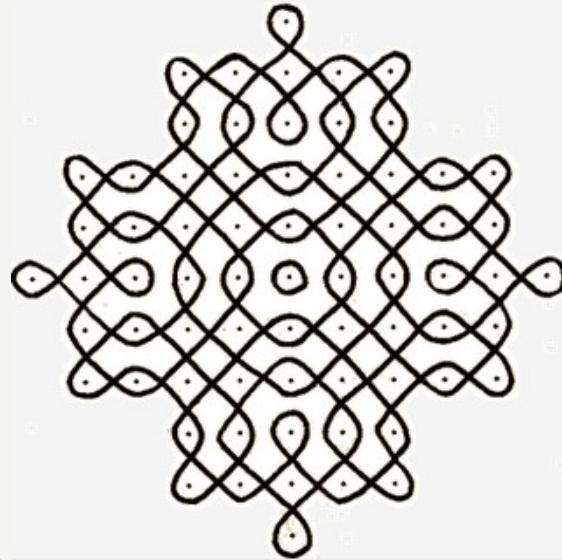


# LIFE SKILLS



GOKULMUTHU NARAYANASWAMY

# WHAT ARE LIFE SKILLS?



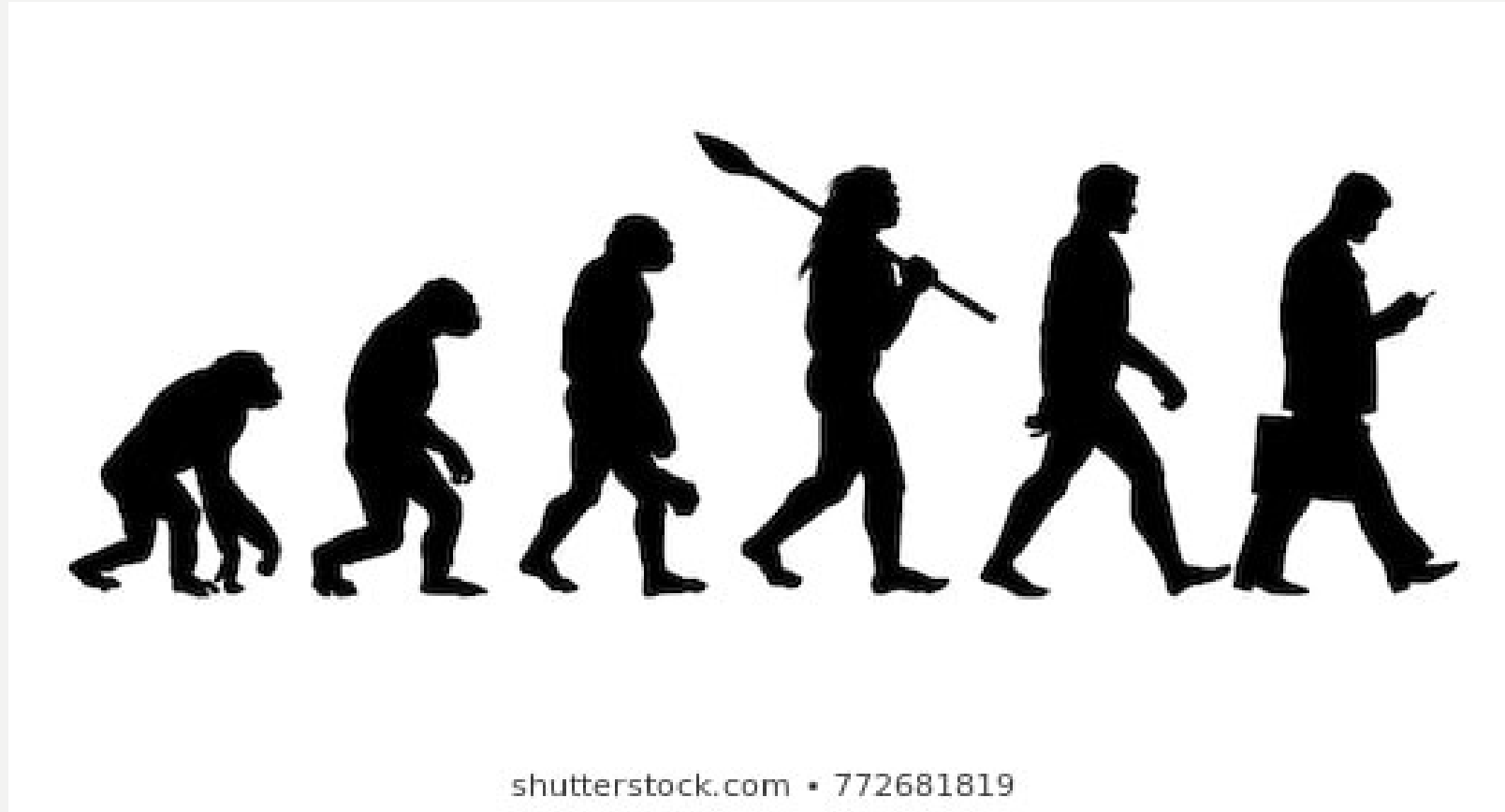
- **10 Life Skills**

- Self-awareness and empathy
- Inter-personal and communication skills
- Creative thinking and critical thinking
- Decision making and problem solving
- Coping with emotions and coping with stress

- Book on “Life Skills Workshop”
- [practicalphilosophy.in](http://practicalphilosophy.in) in e-Library
- This presentation also.



# BEFORE WE GET TO LIFE SKILLS ...



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The human body, mind and society have evolved from animals.

# MAN VS ANIMAL



आहार निद्रा भय मैथुनं च  
सामान्यमेतत् पशुभिर्नराणाम् ।  
धर्मो हि तेषामधिको विशेषः  
धर्मेण हीनाः पशुभिः समानाः ॥

Food, sleep, fear and procreation

Are common to animals and man.

Dharma is the only uniqueness of man.

Without Dharma man is not different from animal.

# WHAT IS DHARMA?



When there are choices, on what basis do you decide?

- Likes and dislikes
  - **Preyas**

Unique to man !!!

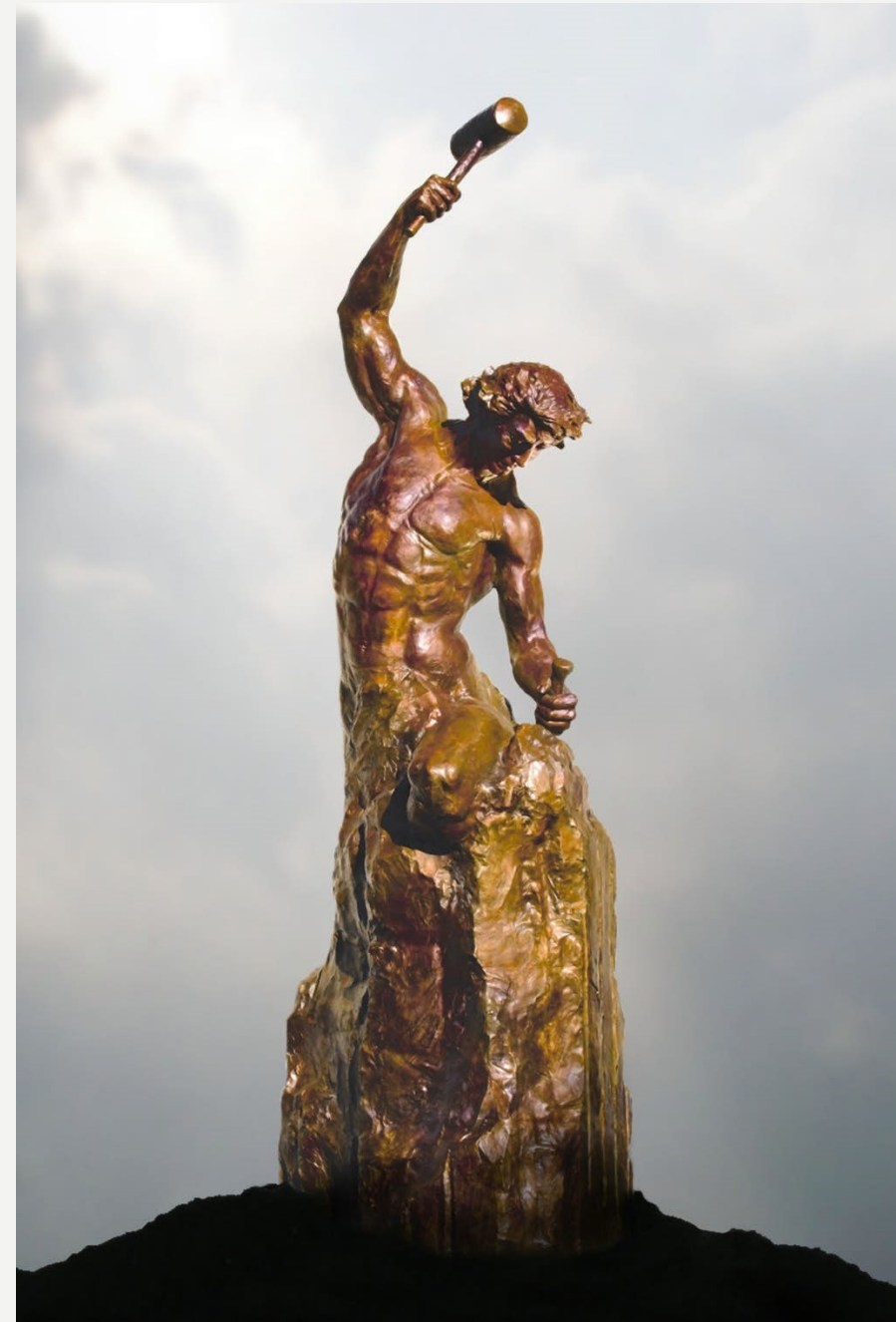
- Right and wrong
  - **Shreyas**



Choosing **Shreyas** over Preyas is Dharma.

# RESPONSIBILITY

- You are the maker of your destiny.
- Don't blame anyone else for what you are.
- Be grateful to the contributions of others.
- Be positive.
- Everything happens for good.



# ACTIVITY – POSITIVE THINKING



- List down 3 things that you are thankful about in your life.
- List down one incident in your life that you are not happy about.
- List down what you learnt from the way things happened.
- List down the advantages of the way things happened.

# SELF AWARENESS

- Know yourself
  - Systematic vs Creative
  - Introvert vs Extrovert
  - Thinking vs Doing
  - Logical vs Emotional
  - Minimal vs Ornate

- Later: Try a few times:

[www.16personalities.com](http://www.16personalities.com)





# ACTIVITY – CORE VALUES



- Positive values that you want to be known for
- What you would like to hear from your friend, neighbour, family members, classmate, teacher, colleague, vendor, servant, etc. about you at your memorial
- Choose three values from the next slide
- Write about each of them:

- How do you define the value?
- Give an example illustrating it.
- Why is it important to you?
- Why is you having it important to others?

Write these questions in your paper before we go to the next slide.

# ACTIVITY – CORE VALUES



- Achieving
- Adventurous
- Artistic
- Authentic
- Charitable
- Cheerful
- Courageous
- Creative
- Determined
- Empathetic
- Enthusiastic
- Flexible
- Focused
- Forgiving
- Free
- Friendly
- Fun-loving
- Generous
- Gentle
- Hardworking
- Healthy
- Helpful
- Honest
- Humble
- Humorous
- Independent
- Ingenious
- Intelligent
- Intuitive
- Kind
- Learning
- Loving
- Loyal
- Optimistic
- Patient
- Peaceful
- Respectable
- Romantic
- Simple
- Smart
- Spiritual
- Spontaneous
- Strong
- Tolerant
- Traditional
- Trustworthy
- Well-read
- Wise

# ACTIVITY – CORE VALUES



- If you are given Rs.10 Lakhs to spend, what will you spend on?
- If you are given all the resources in the world, what problem do you want to solve?
- If you were to live only for the next 15 minutes, what do you want to do in that 15 minutes?
- If you were to live only for the next 6 months, what do you want to do in that 6 months?

# ACTIVITY – CORE VALUES

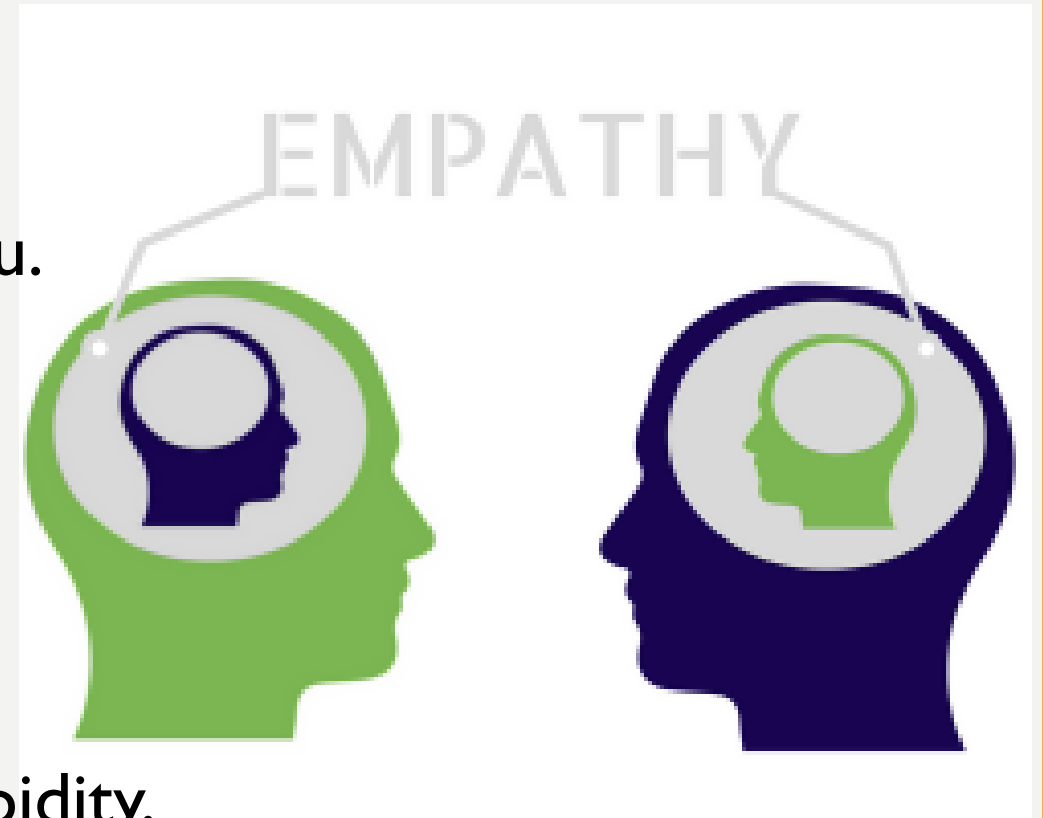


- Search for these:
  - Wheel of Life
  - SWOT Analysis
  - Ikigai
  - Four Burners theory
  - Six Pillars of Self Esteem
  - 16 Personalities

# EMPATHY



- Golden Rule:
  - Don't do to others what you don't want others to do to you.
- Being kind is more important than being clever.
- Hanlon's Razor:
  - Don't attribute to malice what can be explained away as stupidity.
- Life is like traffic flow. No one bumps intentionally.
- Forgive everyone. Forgive yourself.



# CREATIVE THINKING



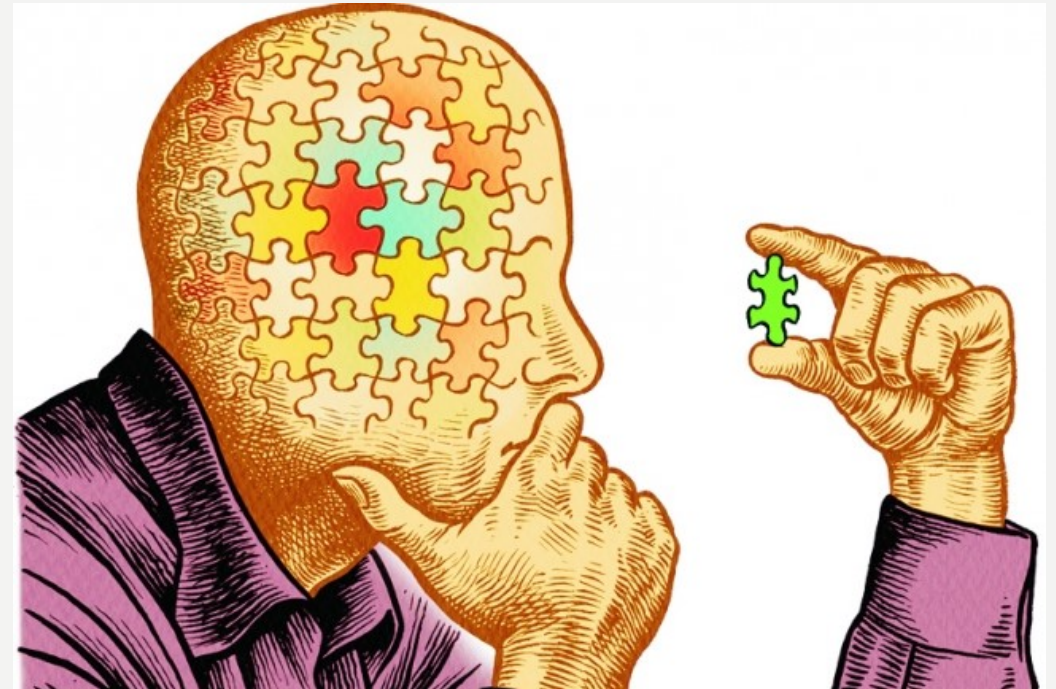
- Everyone can think creatively.
- Process:
  - Understand the problem well.
  - Take a break.
  - Tap into your unconscious.
  - Don't reject any ideas initially.
  - Analyze and prioritize
- Use techniques like Ishikawa Diagram and SCAMPER.



# CRITICAL THINKING



- Get exposed to diverse opinions.
- Beware of fallacies:
  - Anchor effect
    - collect more data
  - Confirmation bias
    - look for contradictory data
  - Availability bias - look for data that is hard to find
  - Fast/slow error - don't rely on common sense



# LISTEN WELL



- Listen to understand. Not to reply.
- Be attentive. Take notes if needed.
- Not necessary to accept, but understanding is mandatory.
- Focus on the thoughts and feelings of the other person.
- Acknowledge, Paraphrase back.
- You cannot TALK and LISTEN at the same time.





# ACTIVITY – LISTENING



- First spend two minutes thinking about the topic
- Form groups of three people – A, B, C.
- Step 1: Person A talks. Others listen. No interruption.
- Step 2: Others ask questions to understand better. Don't bring in your ideas, comments or suggestions.
- Step 3: Person A clarify any misunderstanding.
- Step 4: Person B paraphrase to A in three sentences.
- Step 5: Person A confirm and acknowledge.
- Next, Person B, and so on.

# PROBLEM SOLVING



- Actions solve problems
- Asking repeatedly two questions can solve most problems:
- “What is the problem now?”
- “What can you do about it now?”



# EXAMPLE



- A: “I am not getting a good job.”
  - Q: “What is the problem now?”
  - A: “Everywhere they are asking for knowledge of Java.”
  - Q: “What is the problem now?”
  - A: “I don’t know Java.”
  - Q: “What can you do now about it?”
  - A: “I should learn Java.”
  - Q: “What is the problem now?”
  - A: “I don’t know which the best institute is.”
  - Q: “What can you do now about it?”
  - A: “I can ask Mahesh, who works on Java.”
  - Q: “What is the problem now?”
  - A: “I don’t have his number.”
  - Q: “What can you do now about it?”
  - A: “I can ask Ramesh, a common friend.”
- Now you have an action item.  
And you can trace back.**

# DECISION MAKING



- Important decisions
- E.g. Where to work?
  - Bengaluru
  - Hyderabad
  - Chennai
- Several factors
  - Cost of living
  - Distance from home
  - Type of work
  - Future prospects
  - Relatives already there
  - Climate
  - Infrastructure (water, traffic, greenery)



# DECISION MAKING



Decision to be made: **Where to work?**

Option 1: **Bengaluru**

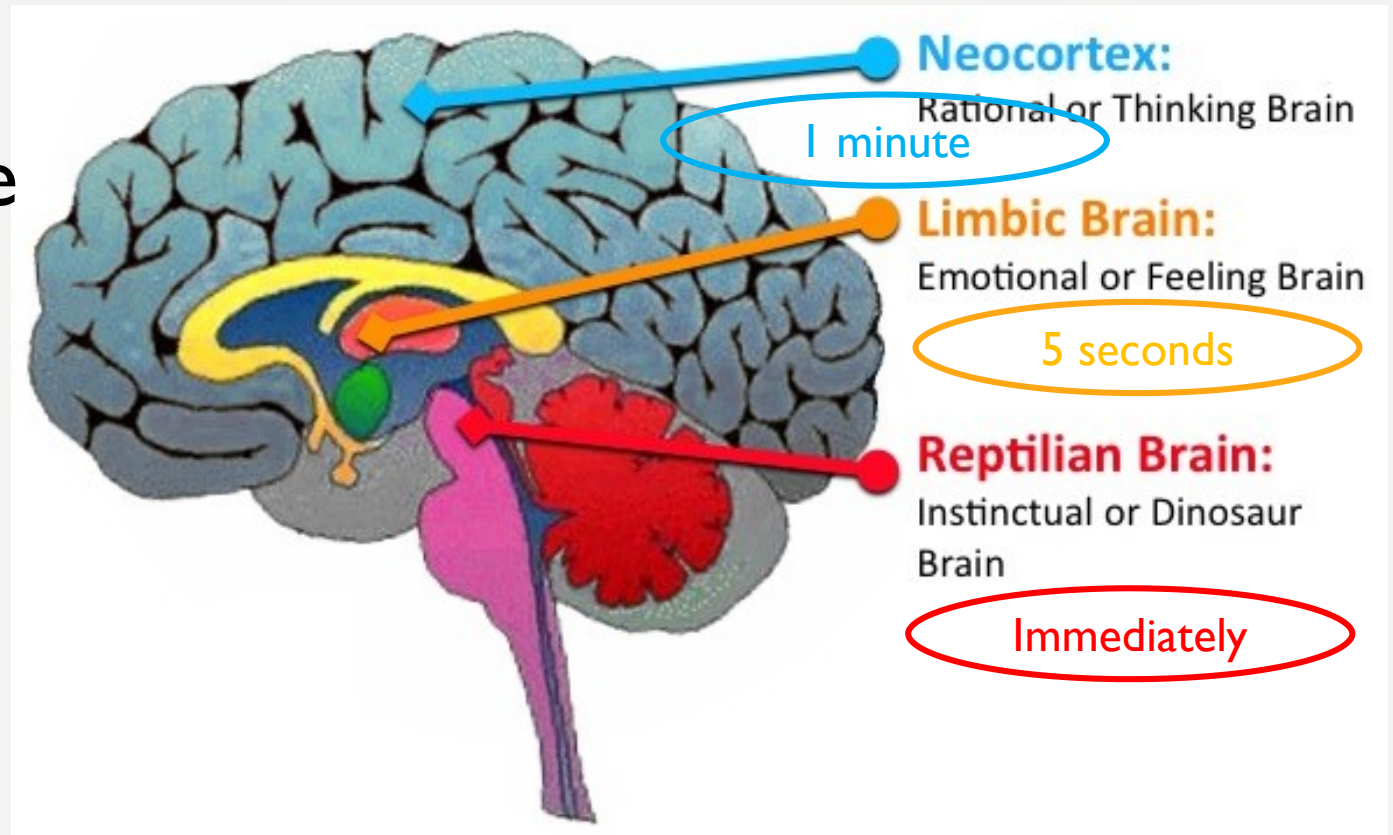
Option 2: **Hyderabad**

Factor	Weightage	Option 1		Option 2	
		Points	Score	Points	Score
<b>Cost of living</b>	<b>5</b>	<b>4</b>	<b>20</b>	<b>7</b>	<b>35</b>
<b>Climate</b>	<b>7</b>	<b>9</b>	<b>63</b>	<b>6</b>	<b>42</b>
<b>Total Score</b>		<b>XXX</b>		<b>YYY</b>	

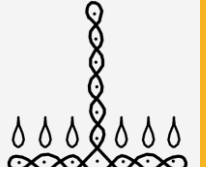
# MANAGING EMOTIONS



- Never make a decision when you are emotional.
- Give time.
- Understand your emotions.
- Never even try addictive substances
- Talk to a counsellor



# MEDITATION



- After a success, you naturally feel positive, pure, compassionate, forgiving, accommodating, creative, enthusiastic, confident, etc.
- There are four neurotransmitters responsible for mood, motivation, happiness, confidence and well-being
  - Dopamine – Achievement
  - Oxytocin – Empathy
  - Serotonin – Confidence
  - Endorphin – Resilience
- These can be triggered by posture, activity, breathing, imagination, smiling, feeling, etc.



# ACTIVITY - MEDITATION



- Sit straight. Push your shoulders back. Smile. Relax.
- Do some light twisting, stretching and rotation to relax.
- Close your eyes gently.
- Breath in and out slowly and deeply four times.
- Thank everyone who has contributed to your life.
- Wish for welfare of everyone.
- You can slightly scratch the center of your chest to concentrate easily.
- Imagine a fully bloomed blue lotus at the center of your heart. Imagine a golden yellow light at the center of the lotus.





# ACTIVITY - MEDITATION



- Let breathing happen naturally.
- As you breathe in, imagine golden yellow light entering through your nostrils and accumulating in the light in the heart. As you breathe out, imagine you are spreading the light to the whole world. Do this four times.
- You can chant any short mantra.
- Enjoy the presence of the light. Ignore any stray thoughts. Whenever the mind wanders, gently get back to the awareness of the light.
- After about 10 minutes, gently open your eyes.
- Do this in the morning and evening everyday.



# MANAGING TIME



- Always maintain a TODO list
- Always maintain a calendar
- Break down tasks into smaller ones
- Work on the most important things first
  - Eisenhower Box
  - Pareto's principle: 80-20 rule
- Know your best times
- Get enough sleep



# MANAGING STRESS



- Resources are limited
- Help is available
- Do your best
- Take time to decide
- Involve in diverse activities
  - Music, sports, reading, social service, travel
- Meditate everyday
- Enjoy life



# EXPAND YOUR HORIZONS



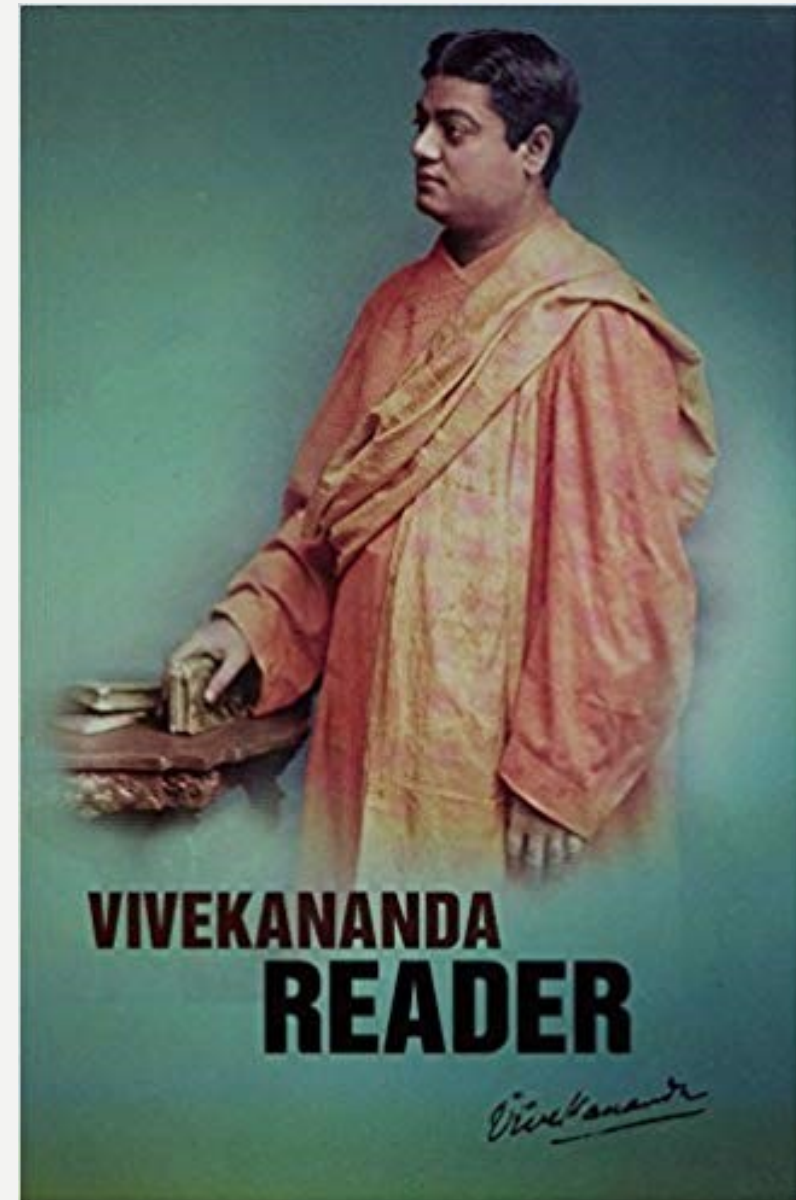
- Stretch your limits
- Learn a new language
- Read diverse books
- Meet diverse people
- Travel
- Have various hobbies
  - Gardening, cooking, pets, writing, painting, music
- Take calculated risks



# KEEP LEARNING



- Read at least one book every month
- Don't stop reading ever, in life
- Get exposed to diverse opinions
- Basic reading list:
  - Seven Habits of Highly Effective Teenagers
  - Oh Mind, Relax Please
  - Vivekananda Reader
  - How to be a Straight-A Student
  - Sapiens
  - Born to Win
- [www.practicalphilosophy.in](http://www.practicalphilosophy.in)





Wishing You  
All the Best !!!

**THANK YOU !!!**

