

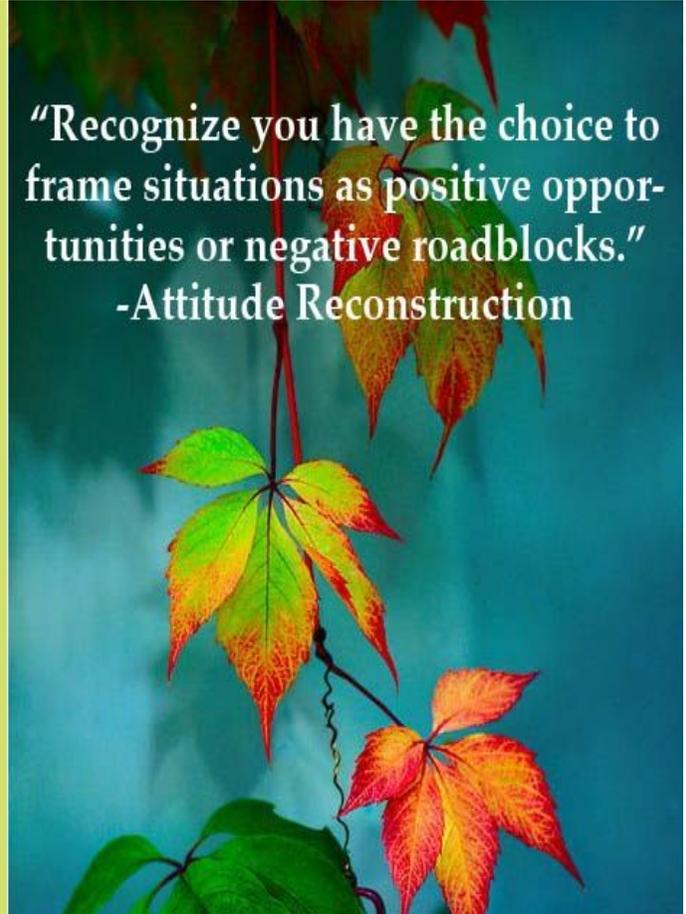
# UNIT I

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# ATTITUDE RECONSTRUCTION

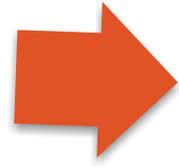
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- ❑ ***Attitude*** is the way we think, feel and behave.
- ❑ ***Reconstruction*** means to rebuild, make over, to construct again, to re-create in the mind from given or available information.
- ❑ ***Attitude reconstruction*** is to honor yourself and move from sadness to joy.



"Recognize you have the choice to frame situations as positive opportunities or negative roadblocks."  
-Attitude Reconstruction

Destructive  
thoughts



Bad attitude



Unhappiness



Sadness  
Anger  
Fear

Constructive  
thoughts

```
graph LR; A[Constructive thoughts] --> B[Good attitude]; B --> C[Happiness]; C --> D["Joy  
Love  
Peace"]
```

The diagram is a flowchart with four main components. It starts with a red rounded rectangle containing the text 'Constructive thoughts'. An orange arrow points to the right to an orange rounded rectangle containing 'Good attitude'. Another orange arrow points to the right to a blue rounded rectangle containing 'Happiness'. A green arrow points downwards from the blue box to a green square containing the text 'Joy', 'Love', and 'Peace' stacked vertically. The entire flowchart is set against a white background with a green border.

Good  
attitude

Happiness

Joy  
Love  
Peace

# TRANSFORMATION UNDER ATTITUDE RECONSTRUCTION

## SADNESS

- ★ Unworthy
- ★ Dependent
- ★ Down on self
- ★ Passive



## JOY

- ★ Worthy
- ★ Self-reliant
- ★ Love self
- ★ Responsible

## ANGER

- ★ Outward
- ★ Expectations
- ★ Judgmental
- ★ Selfish



## LOVE

- ★ Inward
- ★ Accepting
- ★ Respectful
- ★ Giving

## FEAR

- ★ Future
- ★ Generalize
- ★ Lose perspective
- ★ Control



## PEACE

- ★ Present
- ★ Specific
- ★ Keep perspective
- ★ Flow & enjoy

**Constructive thoughts lead to Joy, Love and happiness..**

**YES**

**NO**



# EMOTIONAL INTELLIGENCE

**Emotion** means a strong feeling deriving from one's circumstances, mood, or relationship with others.  
Synonyms: Feeling, Sentiment, Sensation, Reaction, Response, Passion.



**Emotional intelligence** means the ability to understand, use and manage your emotions in positive way.

## Signs of Low Emotional Intelligence



**Being Argumentative**



**Not Listening**

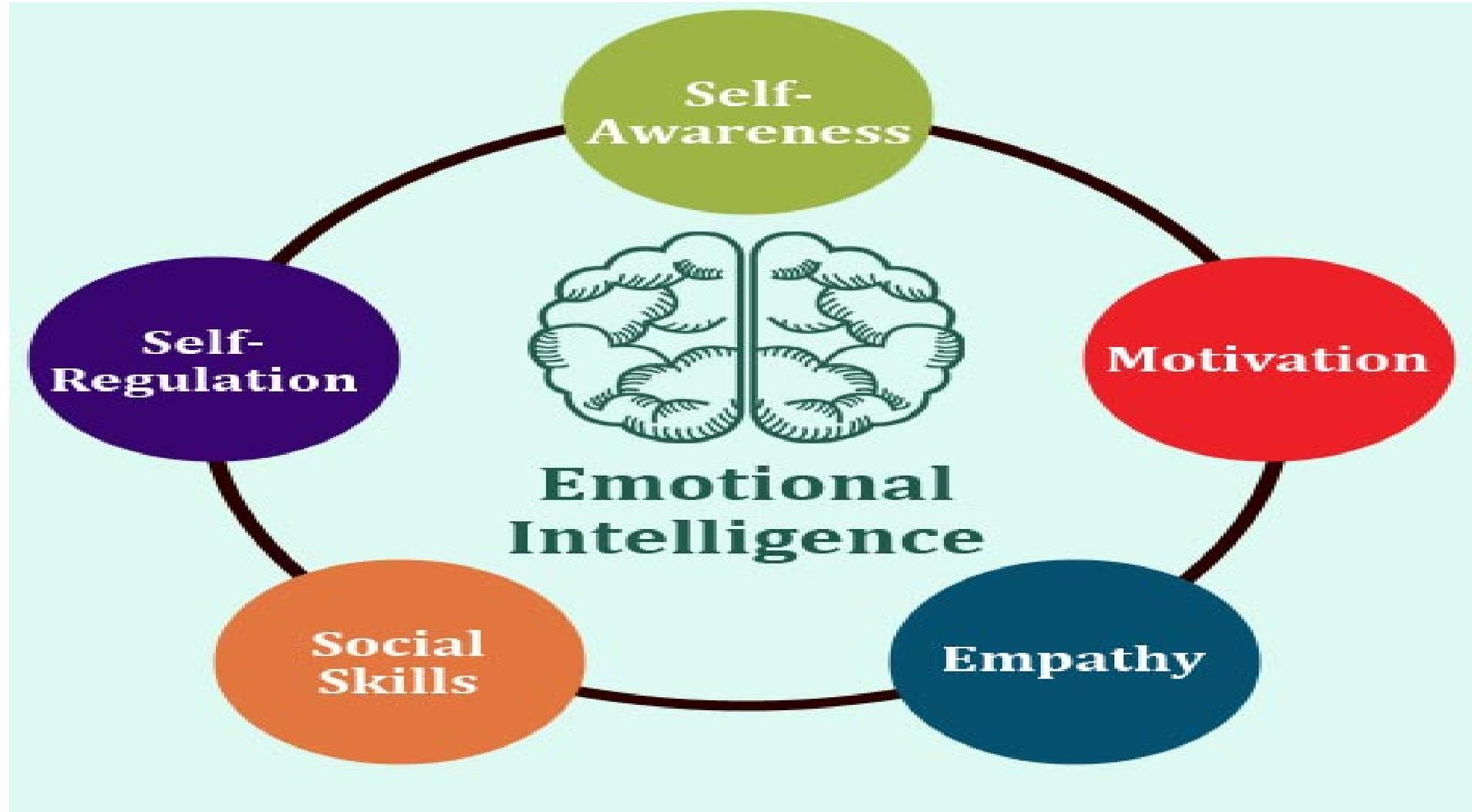


**Blaming Others**



**Emotional Outbursts**

# *Attributes of emotional intelligence:*



An iceberg floating in the ocean under a cloudy sky. The tip of the iceberg is above the water line and is labeled 'IQ'. The much larger part of the iceberg is submerged below the water line and is labeled 'EQ'. To the left of the submerged part, a list of skills is provided.

**Balanced performance  
& decision making**

**IQ**

**Self awareness**

**Motivation**

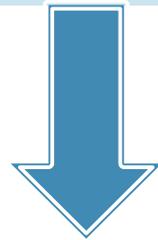
**Self management**

**Social skills**

**Empathy**

**EQ**

**Personal Competence  
(How We Handle Ourselves)**



SELF AWARENESS

SELF REGULATION

MOTIVATION

**Social Competence  
(How We Handle Relationships)**



SOCIAL SKILLS

EMPATHY

In an analogy of iceberg, most of the portion underneath describes...

- A. Ice
- B. IQ
- C. EQ
- D. Water

# SELF AWARENESS

**Self-awareness:** knowing our internal states, preferences, resources, and intuitions. Includes:

- emotional awareness
- accurate assessment of our strengths and limits
- self-confidence

**WHY**



## Self-Awareness

Do I accurately perceive & understand my emotions?



*How to Develop  
and Increase*  
**SELF-AWARENESS**

[ self-awareness ]

*"The ability to take an honest look  
at your life without attachment  
to it being right or wrong."*

*- Debbie Ford*

**1**

## LOOK AT YOURSELF OBJECTIVELY.



*Try to identify your current understanding by writing out your perceptions.*



## KEEP A JOURNAL.

**2**

*This will help you get a better idea of who you are and what you want out of life right now.*

**3**

## WRITE DOWN YOUR GOALS, PLANS, AND PRIORITIES.



*Plan out your goals in a worksheet so they turn from ideas into a step-by-step process.*



## PERFORM DAILY SELF-REFLECTION.

**4**

*Start by setting aside just 15 minutes each day. Find a quiet place to think.*

5

## PRACTICE MEDITATION AND OTHER MINDFULNESS HABITS.

*Meditation is the practice of improving your mindful awareness.*



## TAKE PERSONALITY AND PSYCHOMETRIC TESTS.

6

*These tests compel respondents to think about a set of traits or characteristics that closely describe them relative to other people.*

7

## ASK TRUSTED FRIENDS TO DESCRIBE YOU.

*Make sure your friends know that they are doing this to help you, not to hurt you.*



## ASK FOR FEEDBACK AT WORK.

8

*Provided it is constructive and well done, having an option for formalized feedback allows us to self-reflect on our own strengths and weaknesses.*



**Self-regulation:** managing our internal states, impulses, and resources. Includes:

- self-control of disruptive impulses
- trustworthiness
- conscientiousness
- adaptability to change
- comfort with new ideas and approaches

# WHY ?

## Self- Management

Am I managing my  
emotions & behaviors  
productively?



# SELF REGULATED LEARNING CYCLE

*Students determine what they need to learn, establish goals, and decide how they will study (choosing strategies and tactics).*

**Planning**

*Students apply specific strategies and tactics to learn material.*

**Action**

**Reflection**

*Students continue with strategies and tactics they decided worked and change those that didn't.*

**Regulation**

*Students think about what they did and determine why they did or did not meet their goals.\**

*\*Reflection includes monitoring (keeping track of thoughts, feelings, and behavior), evaluation (comparing results to goals), and analysis (deciding if the approach used is effective and appropriate).*



**Motivation:** moving toward achievement of goals. Includes:

- drive
- commitment to a group's or organization's goals
- initiative
- optimism in spite of obstacles or setbacks

# WHY ?

You are responsible for your life, so why to expect something external for motivation?



## MOTIVATION IS INTERNAL

Be your own coach. If you believe you will fail or succeed you're right.



## HANG OUT WITH SUPERSTARS

Misery loves company. Winners hang out with superstars.

## REWARD YOURSELF

When you reach your goals, acknowledge your win and reward yourself.

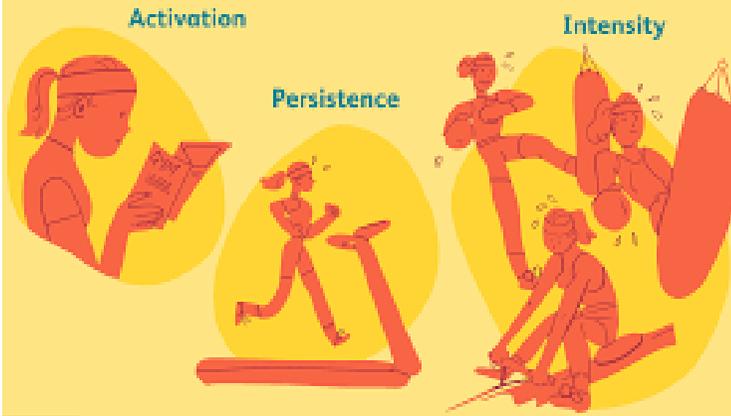


## REMEMBER WHAT MOTIVATES YOU

Who are you doing this for? Keep a reminder on YOUR desk of what you're working toward.



### The Major Components of Motivation



## CHALLENGE YOURSELF WITH A DAILY GOAL

What's one thing you must accomplish to make today a success?

## MOTION CREATES EMOTION



## KEEP LEARNING

Learners are earners.





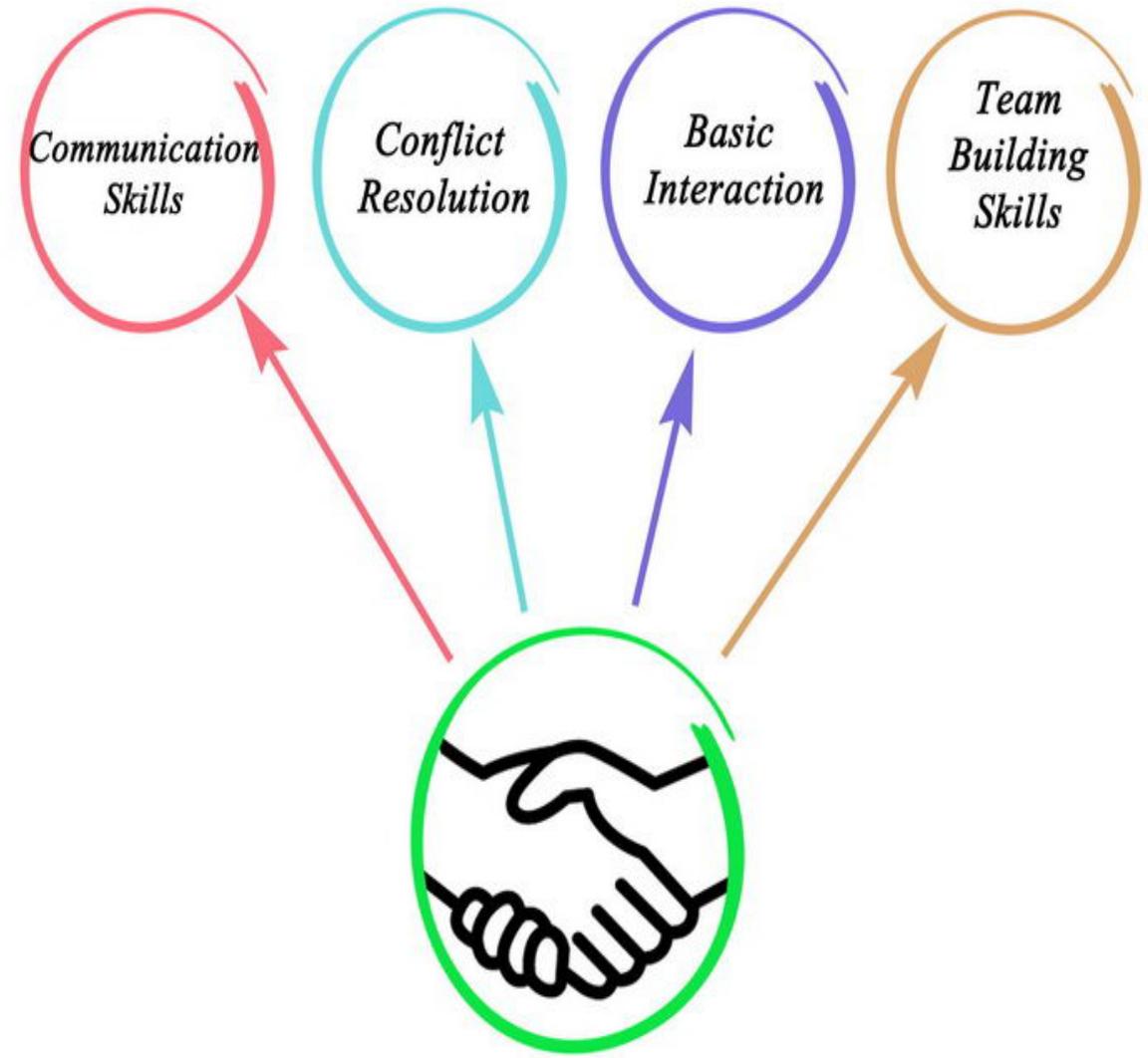
**Social skills:** adeptness at inducing desirable responses in others. Includes:

- ability to influence others
- clear communication
- conflict management
- leadership
- ability to catalyze change
- building bonds
- collaboration and cooperation
- ability to create group synergy

# WHY ?

## Relationship Management

How do I impact others? Do I work with others effectively?



**What we don't learn in relationship management.....**

- A. Conflict Resolution**
- B. Communication skills**
- C. Overflow of impulsive feelings**
- D. Team building skills**

## **1. It's how you make them feel**

what people notice first and foremost is how you make them feel in the first few seconds of meeting you.

## **2. Get in early if you're shy**

Within 60 seconds of entering the room: go up to someone and introduce yourself. That way, you will have burst the shy bubble before you have a chance to get nervous.

## **3. Take the lead**

Being proactive in social situations. This increases your social value, especially when you're in a group setting. This doesn't mean dominating the conversation. Instead, it's about being prepared and engaging everyone in the conversation once you're there.

## **4. Get feedback**

Always be open to receive feedback from others. Even if it is criticism, take it constructively.

## **5. Learn to wrap up**

When the conversation has come to a natural end, or you've reached your attention span limit, all you have to say is, "It was a pleasure meeting you. Thanks for chatting." Then walk away. It's all about your demeanor while you're giving that simple two-liner.

**Relationships are built, and business gets done outside the meeting room .....**



**Empathy:** having awareness of others' feelings, needs, and concerns. Includes:

- understanding others
- developing others
- anticipating and meeting others' needs
- leveraging diversity
- reading a group's emotional currents and power relationships

# WHY ?

## Social Awareness

Do I accurately perceive & understand the emotions and behaviors of others?

## Skills Strengthened by Empathy



IF YOU ARE TUNED OUT OF YOUR  
**OWN EMOTIONS,**  
YOU WILL BE POOR AT READING THEM IN  
**OTHER PEOPLE.**

- DANIEL GOLEMAN

9

## **Strategies to Develop EMPATHIC LISTENING**

- 1. It's not about you**
- 2. Put away your phone**
- 3. Be an active listener**
- 4. Refrain from criticism**
- 5. Adjust your body language**
- 6. Paraphrase your conversation partner**
- 7. Ask open-ended questions**
- 8. Stop giving unsolicited advice**
- 9. Don't 'fill up' the silence**



- Self-esteem is the judgment or opinion we hold about ourselves.
- It's the extent to which we perceive ourselves to be worthwhile and capable human beings.

## *Tricks to boost self esteem.*

**Supporting yourself verbally.**

**Surround yourself with a support system.**

**Stop comparing to others.**

**Learn a new skill.**

**Be kind to you. Don't blame yourself up.**

**Volunteer helping others.**

**If we will not compare ourselves with others, we will  
never be able to boost our self esteem.**

**YES**

**NO**



"Self-Confidence is the energy and belief that you have of yourself that if you use your skills, knowledge and special abilities towards the goals you set in your life, you can achieve whatever you set your mind to."

# The **12** pillars of *lasting* **SELF-CONFIDENCE**

*No more self-doubt!*

*YOU CAN  
DO THIS!*

## ● BE MORE SELF-AWARE

Know what you want to beat self-doubt. Have full control of your life!!

## ● GET TO KNOW YOURSELF

Discover your true self. Acknowledge your values, beliefs, strength....  
Be comfortable in who you truly are!!

## ● ACCEPT YOURSELF

Exactly that!! You have amazing qualities! You don't have to be perfect to be loved and happy!!

## ● REALIZE THAT NO ONE IS BETTER THAN YOU

You are amazing just because you are YOU!! There is none like you!!

## ● BE AUTHENTIC, 100% YOURSELF

Embrace your uniqueness!!  
Being authentic, you get zero competition!!

## ● LOOK AT YOUR ACCOMPLISHMENTS

What have you achieved in your life?  
Count your successes instead of your failings!!

## ● TAKE ACTION

Face and challenge your fears!! Take action anyway.  
Be encouraged, you will be okay no matter what!!

## ● BE EMPATHETIC 24/7

Understand that everyone is trying to have their needs met!  
No need to take things personally anymore, it's never really against YOU!

## ● UNDERSTAND YOUR EMOTIONS

Understand the positive intention of every kind of emotion! Control every behavior you have!

## ● TAKE CARE OF YOURSELF

Have time for yourself.  
Get some time to "recharge" your batteries!

## ● PRACTICE THIS SKILL

Self-confidence is a skill to develop!!  
Practice it A LOT, and you'll improve on it! It's like playing piano, you improve by practicing!

## ● HAVE SELF-CONFIDENCE HEROES

Look up to 2 or 3 of your SUPER confidence heroes.  
Imagine what they would do or feel when in your situation!



# MISSION STATEMENT

“A mission statement is a short statement of why an organization exists, what its overall goal is, identifying the goal of its operations.”

WHAT YOU DO



HOW YOU DO IT



WHY YOU DO IT





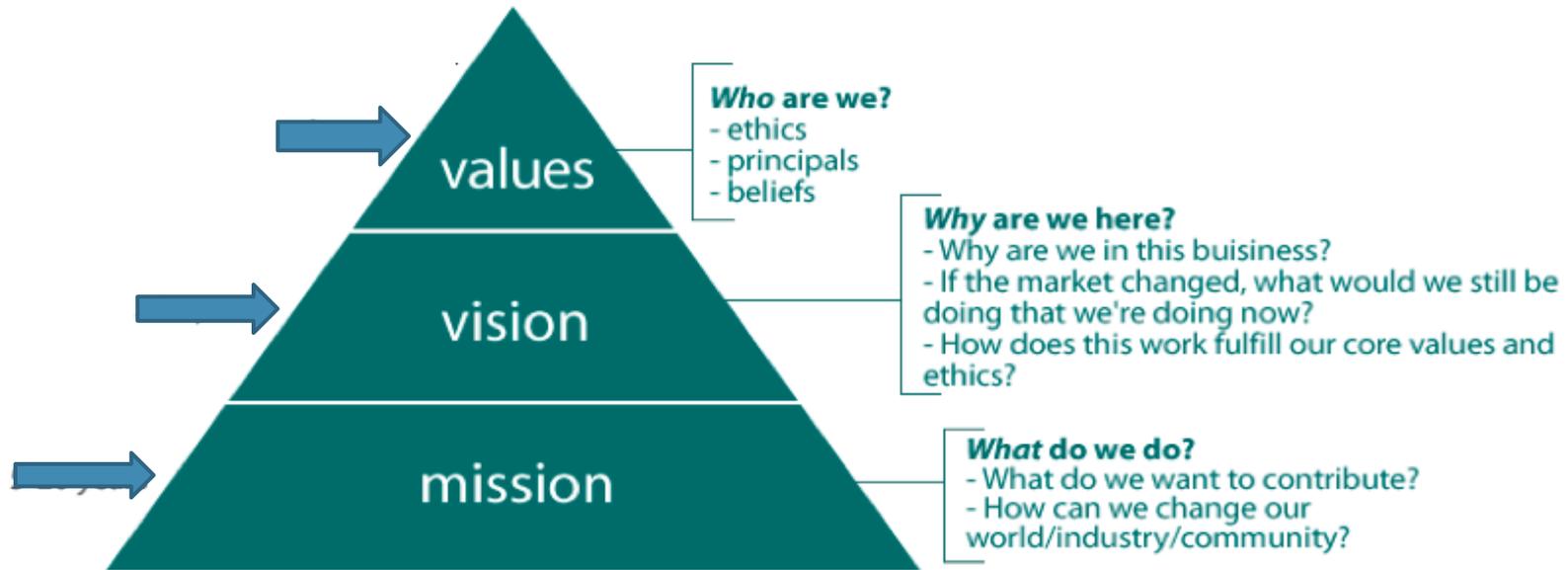
VISION

### What Is Vision?

A vision is the capability to see beyond your current reality, creating and inventing what does not now exist and becoming what you are not right now.



A vision is important in all aspects of life; physically, emotional, corporately. Building your vision does not have to be difficult as long as you know exactly what it is you see for yourself in the future.



**Why you all are pursuing CSE is part of...**

- A. Vision**
- B. Mission**
- C. Values**

**Got Questions?**

# S.M.A.R.T. GOALS

## WORKSHEET

**S**pecific

*What exactly do I want to do?*

**M**easurable

*How will I track my progress?*

**A**ttainable

*Is this realistic for me? Do I have what I need to make it possible?*

**R**elevant

*Why am I doing this? Does it matter to me?*

**T**ime-oriented

*When will I have this completed?*

**Thank you**