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# Self-Awareness and Personal Effectiveness Development

Discover your inner potential!

Toolkit for youth workers

# Why is this important to you?

## The benefits of self-awareness:



### Learning and career

It helps you discover your true strengths and areas of interest, allowing you to make more informed career choices.



### Relationships

It improves your communication skills and helps you form healthier relationships.



### Mental well-being

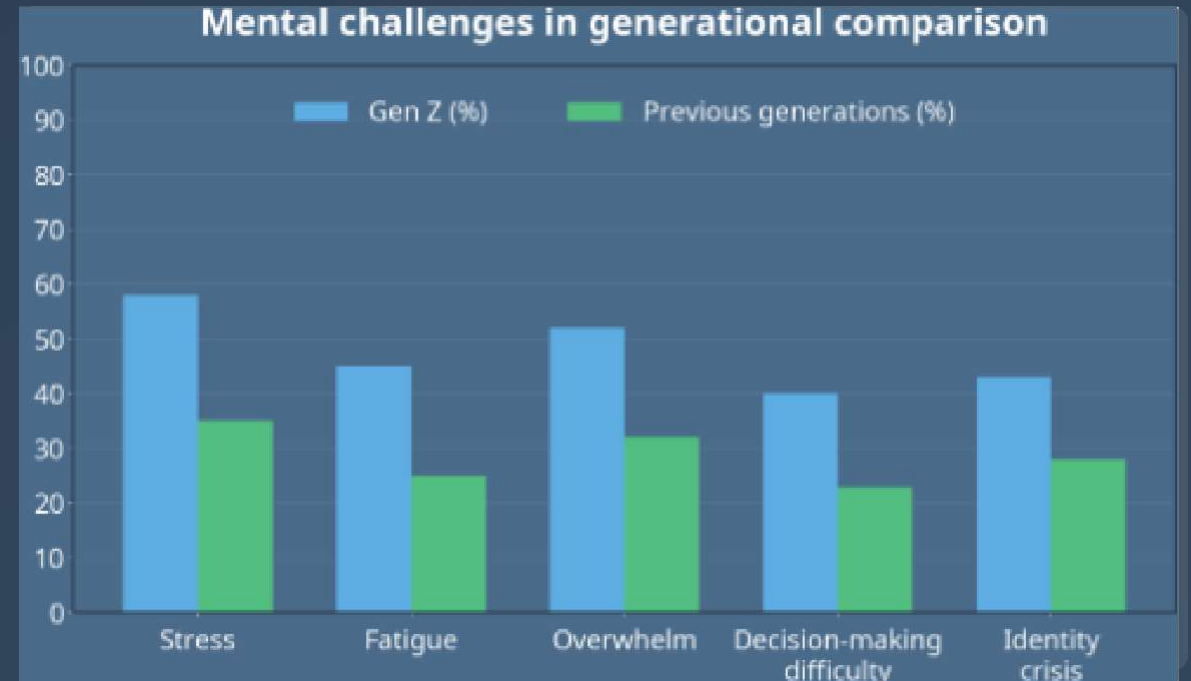
Boosts your self-confidence and helps you manage stress and challenges more effectively.



### Decision-making

You can make more conscious decisions that are in line with your values and goals.

## The challenges of Generation Z:



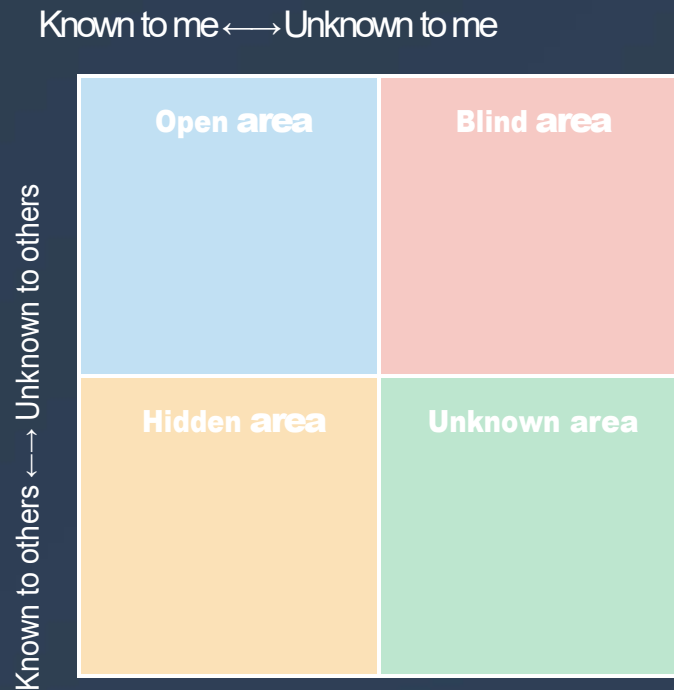
## Did you know?

**73%** of Gen Zers feel they don't have enough self-awareness to make important life decisions.

Source: Gallup Youth Survey, 2023

# The Johari Window - Get to know your blind spots!

The Johari window is a self-awareness model that helps us understand how we see ourselves and how others see us. The model divides self-awareness into four areas:



## Explanation of the four areas:

### Open area

What you know about yourself, and what others know about you.

### Blind spot

What others know about you, but you are not aware of.

### Hidden area

What you know about yourself, but hide from others.

### Unknown area

What neither you nor others know about you.

## Practical examples of blind spots:

- ◆ You are unaware of certain gestures or phrases that you use frequently
- ◆ You perceive your volume differently than those around you You don't see how your communication style affects others
- ◆ You do not recognise certain talents or abilities you have
- ◆

**One of the 7 self-awareness tips:** Be honest with yourself - Dare to recognise and accept your mistakes and preferences.

# The VITALS Model - The Building Blocks of Your Personality

The VITALS model helps you understand the fundamental components of your personality, which together determine who you really are:



## Values

The principles you live by and use to make decisions.



## Interest

Topics and activities that inspire you and fill you with energy.



## Temperament

Your innate reaction patterns and emotional responses.



## Around-The-Clock

Your natural energy levels and productivity patterns throughout the day.



## Life Mission

What gives your life meaning and purpose.

## Temperament types:



### Introvert

Gains energy from solitude



Deeper, fewer relationships



Internal thoughts and feelings



Careful consideration before making a decision



Preference for a quiet environment



### Extroverted



Gains energy from company



Wider network of contacts



External expression of thoughts



Quick decision-making



Preference for stimulating environments

## The VITALS model in practice:

The model helps you understand why you behave the way you do in certain situations and how you make decisions. Self-reflection questions for each element:

**Values:** What is most important to you?

**Interests:** What makes you lose track of time?

**Biorhythm:** When are you most productive?

**Life goal:** What would you like to achieve?

# Map of Your Roles - Who are you really?

We all play multiple roles throughout our lives. These roles define our identity, responsibilities and behaviour in different situations.

## Main life roles:



### Professional roles

Student, employee, manager, mentor, colleague



### Family roles

Child, sibling, parent, partner, spouse



### Social roles

Friend, team member, community member, neighbour



### Personal roles

Hobbyist, volunteer, student, creator

## Role conflicts

When the expectations of our different roles clash, role conflicts arise. For example, when work tasks and family obligations demand our attention at the same time.

## Map of Roles



## Avoiding the "play all" trap

- ◆ Set your priorities based on your values Learn to say no to
- ◆ certain performance expectations Share responsibility with
- ◆ others where possible Find a balance between your different
- ◆ roles

# Your Values Compass

## The role of values in decision-making

Your values are the principles that determine what is important to you in life. They serve as a compass for your decisions.

### Why are values important?

- They help you navigate difficult decisions They guide you in setting your goals
- They strengthen your self-confidence and determination

### How can you recognise your values?

Value list exercise - Choose your most important values

Happy moments - Think back to the happiest moments in your life Source of

pride - Notice what makes you feel proud Standing up for yourself - Ask

yourself: "What would I stand up for?"

### Value list exercise

Select your most important values:

Freedom

Security

Love

Success

Creativity

Health

Family

Knowledge

Adventure

Honesty

Independence

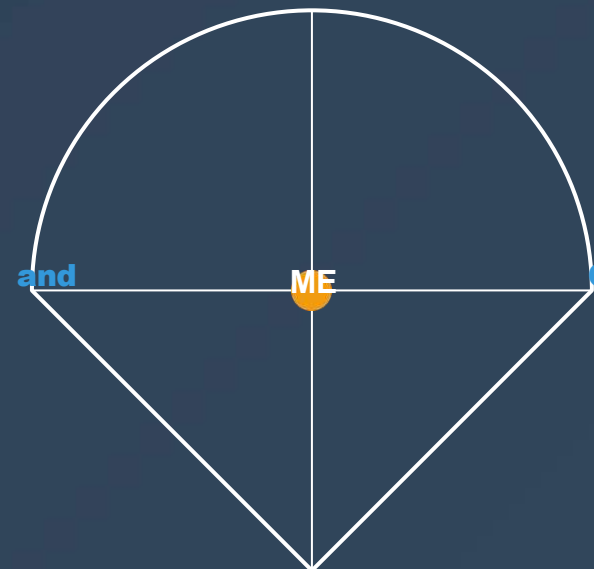
Harmony

Friendship

Recognition

Spirituality

### Interactive: What are your three most important values?



### Next steps:

Rank the selected values in order of importance Think about how well you live up to them

# Efficiency and time management

## The myths and realities of efficiency:

### Misconception: "You always have to be busy"

Being constantly busy does not equal efficiency. Excessive busyness is often a sign of poor time management and a lack of priorities.

### Reality: Doing the right things

Efficiency is not about doing everything, but about focusing on the most important things that create real value.

### Misconception: "Multitasking = efficiency"

Research shows that the human brain is unable to concentrate on multiple tasks at once. Multitasking actually reduces efficiency by 40%.

### Reality: Mindfulness

Efficiency is the ability to focus all your attention and concentration on one task, which leads to better results and fewer mistakes.

## Time management techniques:

### Eisenhower matrix

Prioritise your tasks based on importance and urgency:



### Pomodoro Technique

Work intensively for 25 minutes, then take a 5-minute break. After 4 cycles, take a longer break of 15-30 minutes.

25:00

- ◆ Increases focus
- ◆ Prevents burnout
- ◆ Measurable progress

### Identifying time thieves:

📷 Social media

🔔 Notifications

🔄 Multitasking

🕒 Procrastination

"Efficiency is not about doing more things, but about doing the right things."

— Peter Drucker

# The Power of Goals - The SMART Model

The SMART goal-setting model helps you set goals that are truly achievable and motivating. Each letter stands for an important aspect:

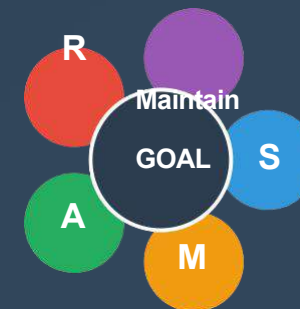
- S Specific**  
The goal should be precise and unambiguous. Answer the questions Who, What, When, Where, Why.
- M Measurable**  
Progress and success should be measurable. Quantify the goal so that you know when you have achieved it.
- A Achievable**  
The goal should be challenging but realistically achievable based on your abilities and resources.
- R Relevant**  
The goal should be consistent with your long-term goals and values. Why is it important to you?
- T Time-bound**  
Set a specific deadline or time frame for achieving your goal. This will help maintain focus.

## Practical examples:

- "I want to get fitter."
- "I will run for 30 minutes three times a week so that I can run 5 kilometres without stopping in three months."

- "I want to read more books."
- "I will read one book every month, starting with the books on my shelf, until the end of December."
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- "I want to speak English better."
- "I want to reach level B2 in my next language exam within 6 months by studying for 20 minutes a day."



# The GROW Coaching Model – The Path to Achieving Goals

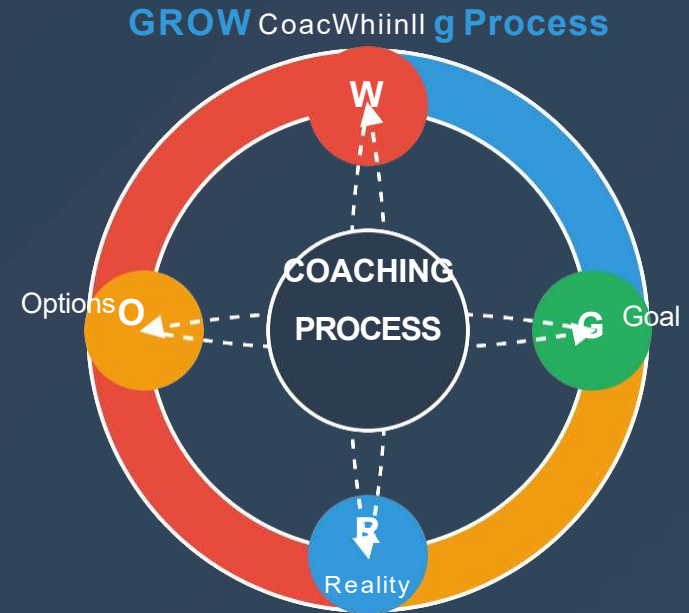
The GROW model is a simple but effective coaching tool that helps you set and achieve goals. The model consists of four steps:

**G Goal**  
Defining the desired end result. What do you want to achieve?  
*"What do you want to achieve? What does a successful outcome look like?"*

**R Reality**  
Assessing the current situation. Where are you now?  
*"What is the current situation? What obstacles are you facing? What resources do you have?"*

**O Options**  
Exploring possible paths. What are your options?  
*"What are your options? What could you do differently? What if there were no limitations?"*

**W Will (Will/Action)**  
Define specific steps. What will you do?  
*"What is the next step? When will you start? How will you measure your progress?"*



## Practical application:

**Learning** Exam preparation, skill development, acquiring new knowledge

**Career** Job search, promotion, career change, project management

**Personal Goals** Long-term plans, personal projects, self-improvement

# Building Habits - The Foundation of Change

The habit loop (Charles Duhigg):



## Tracking habits:

- ◆ Identify the cues that trigger the habit
- ◆ Observe the routine you perform automatically
- ◆ Evaluate the reward that the habit provides
- ◆ Use apps or a diary to track your progress
- ◆

Practical tips for

:

### Start small

2-minute rule: the new habit should not take more than 2 minutes to perform at first.

### Habit stacking

Link the new habit to an existing habit. "After..., then..."

### Make it visible

Place the tools you need for the habit in a visible place.

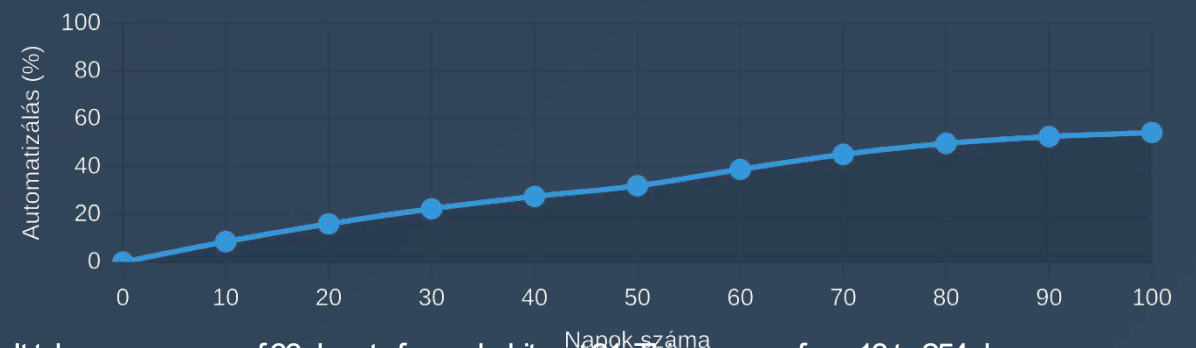
21-day myth vs. reality:

66

Average number of days

95

Becoming automatic



It takes an average of 66 days to form a habit, not 21. This can vary from 18 to 254 days per person.

# Digital Burnout and Stress Management

## The digital challenges of Generation Z:



### Constant connection

Checking their phones 150 times a day, causing constant stress.



### The myth of multitasking

Switching between tasks reduces efficiency by 40%.



### Attention fragmentation

It takes 23 minutes to regain full concentration.



### FOMO and comparison

Social media causes anxiety and fear of falling behind.

## Generation Z statistics:

**7.5**

hours/day  
screen time

**150**

phone  
checks/day

**40**

decrease in  
efficiency

## Stress management techniques:

### Breathing exercise:



Breathe in for 4 counts, hold for 7 counts, breathe out for 8 counts. Repeat 4 times.

1. Exhale completely
2. Breathe in through your nose for a count of 4
3. Hold your breath for 7 counts
4. Exhale through your mouth for 8 counts



### 5-4-3-2-1 technique

You see 5 things, hear 4, feel 3, smell 2, taste 1.



### Progressive muscle relaxation

Tense for 5 seconds, then relax your muscles from head to toe.

### Mindfulness moments



Practise 5 minutes of mindful presence every day, paying attention to your breathing.

## Managing digital stressors:

Turning off notifications  
breaks from social media

Use "do not disturb" modes  
Take  
Limit screen time



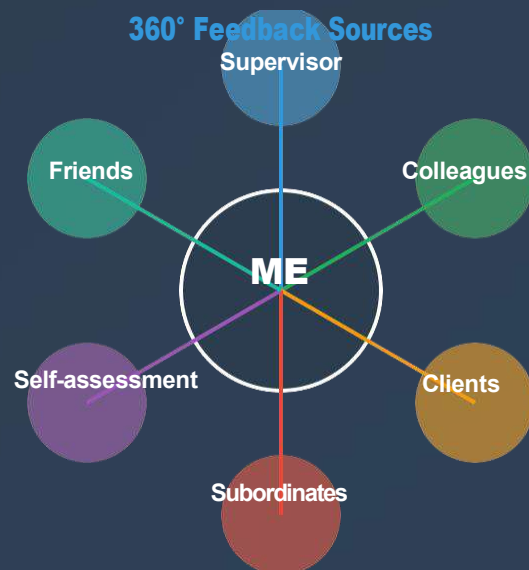
**Challenge: Try a "phone-free hour" every day!**



# Feedback and expanding your comfort zone

## 360-Degree Feedback - A Complete Picture of Yourself

360-degree feedback is a comprehensive assessment method that collects information about your performance and behaviour from various sources.



### Benefits and application:

#### Objective view

You can see yourself from multiple perspectives, not just your own point of view.

#### Discovering blindspots

You can discover qualities that you did not notice yourself.

### How to ask for feedback?

1. Specific questions: "How do you see my communication style?"
2. Safe environment: Emphasise that you want to improve
3. Active listening: Don't be defensive, just listen
4. Gratitude: Appreciate honest feedback

**Exercise: Ask 3 different people for feedback on a specific skill!**

## Expanding Your Comfort Zone - The Path to Growth

### The three zones:

#### Comfort Zone

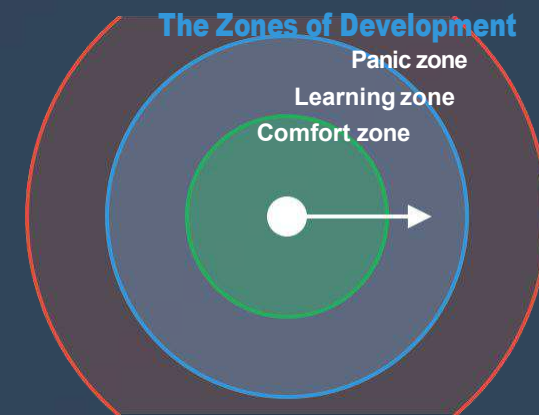
Security, routine, predictability

#### Learning zone

Challenge, development, new experiences

#### Panic zone

Overload, stress, blockages



### Why is it important to leave your comfort zone?

**Personal growth**  
New skills and confidence

**Creativity**  
New situations inspire new solutions

**Resilience** You learn to deal with uncertainty

### Practical challenges for young people:

🗣️ Speak up in a group

🍴 Try a new food

👥 Join a new community

🎓 Learn something new

**30-day challenge: Do something new every day!**

# Resilience and Mindfulness

## Building Resilience - Mental Resilience Ability

### The 5 pillars of resilience:



#### Cognitive Flexibility

Reinterpreting situations, positive thinking.



#### Emotional regulation

Conscious management of emotions, stress reduction.



#### Social support

Building strong relationships, asking for help.

### Resilience-building strategies:



#### Reframing

"What can I learn from this?"



**Growth mindset** Failures as learning opportunities



#### Anchoring technique

Object or place that provides security



#### Gratitude journal

Three things you are grateful for each day

## Mindfulness - The Power of Conscious Presence

**Here and Now**

Mindfulness means focusing your full attention on the present moment, without judgement.

### The benefits of

#### mindfulness:



#### Improved concentration

Increases attention span.



#### Emotional balance

Helps manage emotions.



#### Stress reduction

Reduces cortisol levels.



#### Better sleep

Improves sleep quality.

### 5-minute mindfulness exercise:

1. Sit comfortably with your back straight

2. Close your eyes or focus on a single point





3. Pay attention to your natural breathing

4. If your attention wanders, bring it back






**Daily challenge: 5 minutes of mindfulness every day!**

# Your Toolbox - Summary





## Self-awareness tools

-  Johari window - uncovering blind spots
-  VITALS model - personality map
-  Awareness of roles
-  Compass of values






## Efficiency tools

-  Eisenhower Matrix – priorities
-  SMART goals
-  GROW coaching model Habit loop
-  - basis for change
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## Practical tools

-  4-7-8 breathing technique
-  Mindfulness exercises
-  360-degree feedback
-  Creative self-awareness exercises

## Development tools

-  Expanding your comfort zone
-  Building resilience Managing
-  digital burnout Stress
-  management techniques
- 

## Next steps:

- Choose 2-3 tools to try out immediately
- Create a personal development plan
-

# Personal Development Plan and Resources

## STRENGTHS

- Communication skills
- Creativity and innovation
- Teamwork skills
- Problem-solving skills

## WEAKNESSES

- Time management difficulties
- Perfectionism
- Avoiding public speaking
- Excessive self-criticism

## OPPORTUNITIES

- Online learning platforms
- Networking events
- Training programmes
- Learning new technologies
- 

## RISKS

- Rapidly changing labour market
- Impact of automation  
Growing competition
- The danger of digital burnout

## How to make it?

1. Discovering your strengths - What are you good at? What are you talented at?

2. Identifying weaknesses - What would you like to improve? What do you find difficult?

Possibilities and challenges. - What trends can help? Are there any open doors?

4-. Survey - What could be the obstacles? What are the external factors?

## 1. Defining goals

Setting specific, measurable goals based on SMART criteria.

## 2. Assessing the current situation

Knowledge, SWOT analysis, strengths and areas for improvement  
Identification.

## 3. Action plan

Defining specific steps, methods and tools.

### a. Time frame and milestones

Deadlines, detailed schedule and checkpoints.

## Help and further resources

Daniel GOLITZ

Emotional intelligence | the.adspace | calm

Mindfulness and meditation

Stephen Covey

The 7 habits of highly effective people

Todoist / Any.do

Task management and time management