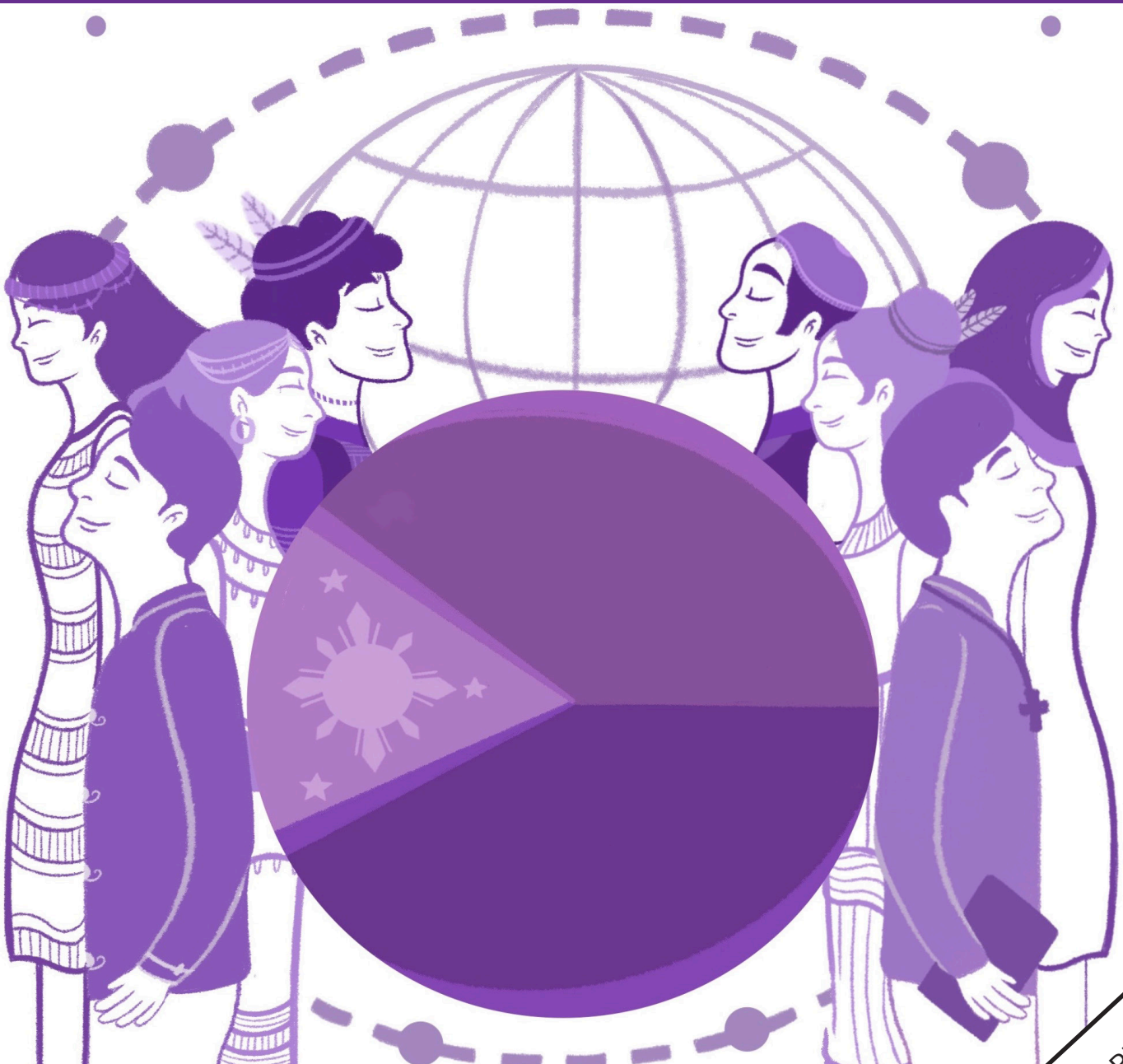


LEARNING STRAND 5 UNDERSTANDING THE SELF AND THE SOCIETY

MODULE 1: REACHING YOUR FULL POTENTIAL

ALS Accreditation and Equivalency Program: Junior High School





REACHING YOUR FULL POTENTIAL

**UNDERSTANDING THE SELF AND SOCIETY
MODULE 1**

ALS Accreditation and Equivalency Program: Junior High School
Learning Strand 5: Understanding the Self and Society
Module 1: Reaching Your Full Potential

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User's Guide

For the ALS Learner:

Welcome to this module entitled Reaching Your Full Potential under Learning Strand 5 Understanding the Self and Society of the ALS K to 12 Basic Education Curriculum (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



Let's Get To Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



Pre-assessment

This part includes an activity that aims to check what you already know about the lesson to take. If you get all the answers correct (100%), you may decide to skip this module.



Setting the Path

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



Trying this out

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



Understanding What You Did

This includes questions that process what you learned from the lesson.



Sharpening Your Skills

This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.



Treading the Road to Mastery

This is a task which aims to evaluate your level of mastery in achieving the learning competency.



Don't Forget

This part serves as a summary of the lessons in the module.



Explore More

In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.



Reach the Top

This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.

Answer Key

This contains answers to all activities in the module.

Glossary

This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

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MODULE 1

LET'S GET TO KNOW

John was not able to finish high school due to his family's financial problem. Because of this, he decided to look for a job to help his family. He thinks that he must prepare himself first before he moves into the world of employment. John wants to improve his personality. He also likes to improve his knowledge and skills in interacting with other people. In this module, you and John will learn how to become strong and confident in preparation for your future career.



Lesson 1 – **Enhancing Yourself Toward Employment**

Lesson 2 – **Managing Your Emotions**

Lesson 3 – **Coping With Stress**

What Will You Learn From This Module?

After studying this module, you should be able to:

- describe what needs to be done in order to make personal changes and develop your potential (LS5US-ID-PSA-JHS-H.7);
- demonstrate different work readiness skills (LS4LC-AE-PSA-AE/JHS-21);
- identify negative feelings (LS5US-ID-PSA-JHS-E.4);
- enumerate ways of controlling negative feelings (LS5US-ID-PSA-LE/AE/JHS-E.5); and
- discuss ways and means of reducing stress (LS5US-ID-PSA-JHS-E.8).



MODULE 1

PRE-ASSESSMENT

Directions: Read each statement carefully and fill in the blank(s) with the correct answer. Choose your answer from the words inside the box. Do this activity on a separate sheet of paper.

1. _____ generally refers to a person's positive characteristics.

Talent	Power	Strength
---------------	--------------	-----------------

2. The characteristics or ways of behaving that motivate us and guide our decisions are called _____.

Values	Attitude	Beauty
---------------	-----------------	---------------

3. A _____ is the job or profession that someone does for a long time.

Task	Career	Project
-------------	---------------	----------------

4. Feelings of happiness, fear or sadness are readily made known to other people through _____.

Reaction	Passion	Emotion
-----------------	----------------	----------------

5. Stress is brought about by _____ or things present in the environment that cause threat, danger or tension.

Stressors	Problems	Warnings
------------------	-----------------	-----------------



LESSON 1

SETTING THE PATH

ENHANCING YOURSELF TOWARD EMPLOYMENT

At the end of this lesson, you will be able to:



describe what needs to be done in order to make personal changes and develop your potential. (LS5US-ID-PSA-JHS-H.7); and



demonstrate the different work readiness skills (LS4LC-AE-PSA-AE/JHS-21).



LESSON 1

TRYING THIS OUT

Directions: Find out your strengths and weaknesses by answering the following questions. Do this activity on a separate sheet of paper:

1. What is my **biggest achievement**?
2. What is the **happiest day** of my life so far?
3. What is my **favorite subject** in school? Which part do I like best?
4. What **positive characteristics** do people see in me?
5. What activities do I find **exciting**?
6. What is the **biggest failure** that I have ever experienced?
7. What is **my least favorite subject** in school? Which part do I dislike the most?
8. What **negative characteristics** do people see in me?
9. What activities do I find **boring**?
10. What do I **wish I could change** about myself?



LESSON 1

UNDERSTANDING WHAT YOU DID

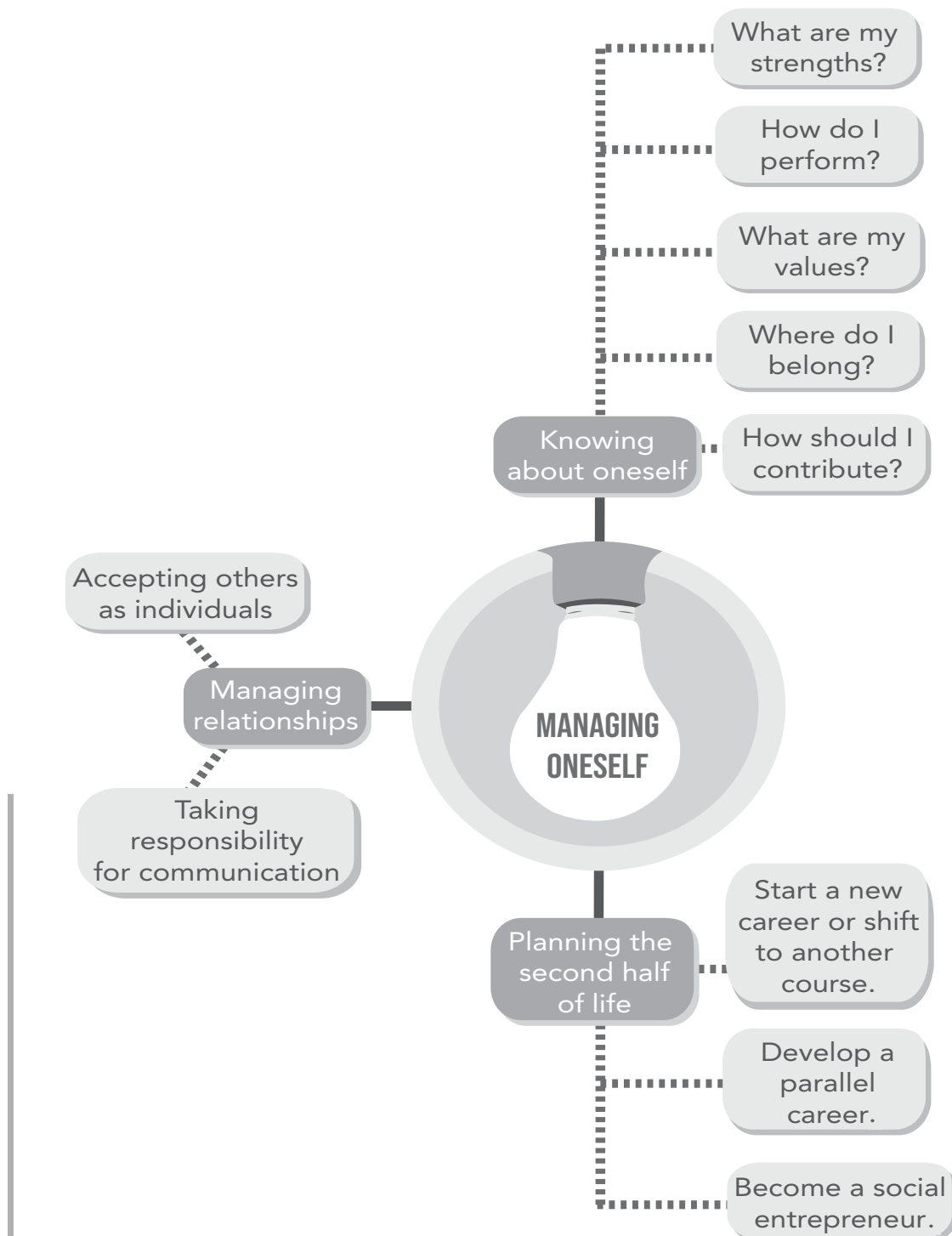
MANAGING ONESELF

We are now living in a society with a lot of opportunities. With your talents, ambition, and determination, you can reach the top of your chosen career no matter where you started out. Your success in your selected profession depends on you. You must learn to manage yourself because it is you who will decide for your future.



Peter Drucker (2007) provided points you need to think about. Knowing the answers to these questions will hopefully help you learn how to manage yourself and how to have a productive career during your 50-year working life.

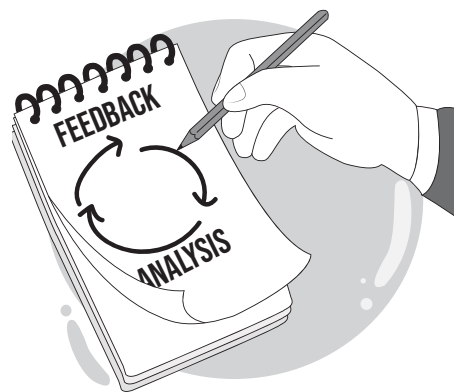
Figure 1. A Model in Enhancing / Managing Oneself



A. KNOWING ONESELF

● WHAT ARE MY STRENGTHS?

The best way to discover your strengths is through feedback analysis. Whenever you make an important decision or do an important action, write down what you expect will happen. After 9 to 12 months, compare the real results to your expectations.



You must focus on things where your strengths can be enhanced. Always try to gain more knowledge and skills.

● HOW DO I PERFORM?

You can achieve results by working in the ways you perform best. Your performance depends on things you are good at and on things you are not good at. To evaluate your performance, you may ask yourself the following questions:



- Am I a reader or a listener?
- How do I learn? Through listening, reading, writing or speaking?
- How do I work best? Do I work well with people or am I a loner?
- Do I produce results as a decision maker or as an advisor?
- Do I perform better when I am under pressure or when I am in a comfortable environment?

LESSON 1

- **WHAT ARE MY VALUES?**

Personal values are the principles that motivate us and guide our decisions. Some people are competitive, while others value cooperation. Some people value adventure, while others choose security. Values are important to us because we are likely to feel better if we are living according to our values. We feel worse if we



do not. Your personal values must be compatible with your organization's values. If there is a conflict between the values of the two, it will make you feel disappointed. It will not motivate you to perform well in your selected organization.

- **WHERE DO I BELONG?**

By knowing your strengths, performance, and values, you will understand where you belong and where you do not belong. You must know whether you should work in a big or in a small organization. You must know whether you should work with other people or work alone.



LESSON 1

● HOW SHOULD I CONTRIBUTE?

To answer this, you need to focus on the three different elements:

- What does the situation need?
- Given my strengths, my performance, and my values, how can I contribute to what needs to be done?
- What possible results should be achieved to make a difference?



B. RESPONSIBILITY FOR RELATIONSHIPS

Very few people only work for themselves and most people work with others and for their benefit. For this reason, it is your responsibility to understand the importance of your relationship with other people. First, you need to understand that they are also human beings. They are

individuals who have different strengths, values, and performance level. Second, it is important for you to be responsible in communicating with others and to make each other understand your own strengths, values, and performance level to avoid conflicts.



C. THE SECOND HALF OF YOUR LIFE

As you reach your 40s, you might get bored for doing the same work for 20 years and above. Try to look for a second career that will challenge you, teach you, and give you happiness and satisfaction from helping others.



There are three possible ways to develop a second career:

- **Start a new career or shift to another course.** For example, you are a security guard who decides to pursue a degree in education to become a teacher.
- **Develop a parallel career.** You stay in your current job as a security guard, but you dedicate ten hours of your week to teach the children on the street.
- **Become a social entrepreneur.** You start a business that may help in solving your community's educational problem.

WORK READINESS SKILLS

Discovering your strengths, performance, and values is important as you prepare to get a job. After examining your personality, it is also beneficial to develop work readiness skills that will help you become an effective and efficient employee.

The following are important skills for job preparation:



- **Time Management and Punctuality** – showing up in your workplace on time, ability to meet deadlines, and paying respect for co-worker's time



- **Professional Orientation** – maintaining good grooming, following the required dress code, showing a positive attitude, and having the ability to reduce the use of personal technology during work hours



- **Team Work Ethics** – having the ability to work with others, ability to lead the team, being helpful, and valuing other people's contribution



- **Verbal Communication** – having the ability to understand and follow directions, ability to ask the right questions or seek clarifications, and ability to answer work-related questions; it is commonly misunderstood as “being articulate”



- **Problem-Solving** – having the ability to think of several possible solutions to the problem



LESSON 1

SHARPENING YOUR SKILLS

Directions: Ask a friend, a family member, or a relative to describe you by accomplishing the form below. Do this activity on a separate sheet of paper.

Date:

Dear _____,

In order for me to know how I can contribute to my community, I would like to develop a list of my strengths and abilities. Because you know me so well, I would like you to help me complete my task. Would you please answer the following questions about me based on your observation?

1. What are my abilities, skills, and talents?
2. What are my greatest strengths?
3. What are the things I need to improve?
4. What do you think I should answer to this employer's question:
"Why should I hire you?"

Thank you very much for your help.

Sincerely yours,

(Name & Signature)



LESSON 1

TREADING THE ROAD TO MASTERY

Activity: Read and analyze the following situations. Suggest the best way or solution to the problem in each situation. Do this activity on a separate sheet of paper.

Situation No. 1: You work for a restaurant that has a good name for serving the best roasted chicken in town. The success of your restaurant is a result of the quality of roasted chicken you sell. Unfortunately, due to bad weather, your restaurant did not receive the supply of chicken that you had ordered. What do you think is the best way you can do to solve the problem?

Situation No. 2: To earn money in summer, you and three of your friends started a carwash business. You decide to charge PhP100.00 to wash a person's car. After distributing flyers to your neighbors, you received phone calls from five people who want to avail of your carwash service this weekend. On a Saturday morning, two of your friends got sick and will not be able to help in your business. What do you think is the best way you can do to solve the problem?

Situation No. 3: You and your friend work at the snack stand in a mall cinema. One day, right after you start working, the popcorn machine malfunctions, and the drink machine runs out of soda. The line at the snack stand is getting longer because many customers want drinks and popcorn before going to the cinema. What do you think is the best way you can do to solve the problem?



LESSON 2

SETTING THE PATH

MANAGING YOUR EMOTIONS

At the end of this lesson, you will be able to:



identify negative feelings
(LS5US-ID-PSA-JHS-E.4); and



enumerate ways of controlling negative
feelings. (LS5US-ID-PSA-LE/AE/JHS-E.5)



LESSON 2

TRYING THIS OUT

Directions: Read and answer the following questions.

HOW WOULD YOU FEEL IF...

1. Everyone forgot your birthday?
2. Someone close to you broke up with his girlfriend or her boyfriend?
3. Your best friend is going to die?
4. You were wrongly accused of something bad?
5. You wanted to do something, and nobody wanted to do it with you?
6. You were being compared with your siblings or classmates?
7. You were told by your parents or other elders that you are not good enough?
8. Your friend betrayed you?

Processing Questions:

- What are these feelings?
- How did you deal with these feelings?



LESSON 2

UNDERSTANDING WHAT YOU DID

INFLUENCE OF NEGATIVE EMOTIONS

Whenever you need to make hard decision, do you do the following?

- Ask for advice;
- List down solutions;
- Make instant choices and decisions; or
- Analyze situations based on your emotions or feelings at the moment.



If your decision went wrong because you acted on impulse, how would you feel? What are the effects or influences of negative emotions in decision-making?

- **Anger** – A decision created out of anger may disturb your life badly. Usually, we make quick and wrong decisions under the influence of anger. For example, you are going to make big decisions in your life related to marriage, job, or business. Your decisions to these things should be taken seriously and carefully because your life depends on them. Otherwise, anger may give you a long-time regret.
- **Sadness** – Under the influence of sadness, we usually set our goals very low. We keep low expectations and these will eventually stop us from reaching our greatest potential.



LESSON 2

For example, you are applying for your dream job, but for some reasons, you were not able to get it. You will eventually start to feel sad. You will think that you are not qualified for your dream job and will just settle on some low-profile jobs.



- **Overexcitement** – You may have a feeling of overexcitement when you are extremely happy. People get overexcited when they get something that they have never received before. This negative emotion may force you to make quick and wrong decisions. For example, you happen to receive a huge amount of money. You might instantly and carelessly spend your money by buying expensive clothes, shoes, bags, and other things which you never had before. One day, you realized that you already spent all your money and you were not able to save some for your future needs.



CONTROLLING NEGATIVE EMOTIONS

Emotions may bring positive or negative effects in our lives. Because of this, we need to be attentive about our emotions and understand how these may influence us so that we will be able to control these feelings. You have the right to feel any negative emotions, but you do not have to allow these negative emotions to stay inside you. The following are the things that you may do to manage your emotions well:



1. **Express yourself** – You may write your feelings in your diary or you may share it with your close family members, friends, or relatives. These actions can make you feel better and satisfied. Research shows that healthy people are happier because they do not keep negative emotions inside them. People who hide their negative feelings usually suffer physically and mentally.
2. **Meditation exercise** –It is a simple but life-transforming skill that can help you relax and enhance understanding about yourself. You need to find a nice and quiet place where you will not be disturbed for several minutes.



You just need to sit down, relax, close your eyes, and take slow and deep breaths. When you are breathing deeply, you will begin to feel calmer and more relaxed.



- 3. Take a helping hand** – Do not be shy to ask for help or advice from the people whom you trust whenever you feel negative emotions. Do not think of people who ask for help as weak individuals. Remember, you are a human being. There would be difficult times when you need to receive support from the people around you.



4. **Always look at the bright side** – Always try to find good in every situation. Sometimes it can be difficult, but when you learn to see good in every situation, you will understand the real meaning of life and happiness. If you want to become successful, look at the people who are higher than you and they will inspire you. If you feel sad about your life, look at the people who are lower than you and they will motivate you.



LESSON 2

SHARPENING YOUR SKILLS

Directions: On a separate sheet of paper, accomplish this activity by providing appropriate answers.

EMOTIONAL WELL-BEING EVALUATION

A. Explain how each activity resolves negative emotions.

1. **Listening to music**
2. **Watching movies**
3. **Writing**
4. **Staying Happy**

B. Cite personal experiences and explain possible ways to manage the following emotions especially in making decisions.

1. Anger
2. Sadness
3. Overexcitement

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation or grammatical errors



LESSON 2

TREADING THE ROAD TO MASTERY

Directions: Choose one (1) of the three (3) negative emotions: anger, sadness, and overexcitement. Write your chosen negative emotion in the box and answer the questions below. Do this activity on a separate sheet of paper.

1. Share your personal experience about the negative emotion that you chose and how this influenced your decision-making.
2. What did you learn from your experience?
3. Why do you think it is important for you to learn how to control your negative emotion?



LESSON 3

SETTING THE PATH

COPING WITH STRESS

At the end of this lesson, you will be able to:



discuss ways and means of reducing stress
(LS5US-ID-PSA-JHS-E.8).



LESSON 3

TRYING THIS OUT

Directions: Place a checkmark (✓) in the column to indicate your answer.

	YES	NO
1. Do you skip meals?		
2. Do you try to do everything by yourself?		
3. Do you easily get mad?		
4. Do you fail to see the humor in situations that others find funny?		
5. Do you easily get irritated?		
6. Do you complain that you are disorganized?		
7. Do you fail to exercise?		
8. Do you get support from people around you?		
9. Do you get too little rest?		
10. Do you easily get angry while waiting for something?		
11. Do you think that there is only one right way to do something?		
12. Do you fail to have relaxation every day?		
13. Do you find yourself spending a lot of time complaining about the past?		
14. Do you find yourself in a hurry?		
15. Do you delay the tasks you need to do?		
TOTAL SCORE		

LESSON 3

Interpret Your Score: Add 1 point for each YES answer

Scores of 1-4 = Few hassles

Scores of 5-8 = Pretty good control

Scores of 9-11 = Danger zone. Watch out!

Scores of 12+ = Stressed out. Take steps to lessen the stress in your life.



LESSON 3

UNDERSTANDING WHAT YOU DID

STRESS AS A MENTAL HEALTH PROBLEM

We all know what it is like to feel stressed, but it is not easy to describe exactly what stress means. When we say things like “I’m stressed” or “this is stressful,” we might be talking about the situations that give us pressure. Being under pressure is a normal part of life. It can be an important factor that helps you act, feel more energized, and get results. But if you are always overloaded by stress, these feelings could start to be a mental health problem for you. For example, if it is hard for you to manage feelings of stress, you might develop a mental health problem like fear or extreme sadness.



Stressors are events that cause stress in our lives. They can be categorized into three different groups:

DAILY STRESSORS

These are events that are somewhat small but can add up. For example, getting ready on time to go to work in the morning or getting stuck in traffic. The events can be handled by most of us without much fear.



LESSON 3

NEGATIVE EVENTS

These are major unfortunate events in life. For example, death of a family member, losing a job, or experiencing a serious disease.



POSITIVE EVENTS

Although we do not always think of these as stressors, these can still cause a high level of stress. For example, getting married, starting a new job, or graduating from college.



People react differently to stressful events. If you find yourself always experiencing these symptoms, you are likely to feel stressed:

- Headaches
- Upset stomach
- High blood pressure
- Chest pain and palpitation
- Inability to focus/lack of concentration
- Sleeping too much or inability to sleep
- Sweating palms/shaking hands
- Nervousness
- Loss of sexual desire and/or activity
- Irritability
- Overeating or under eating
- Harsh treatment of others
- Increased smoking or alcohol consumption
- Aloneness
- Uncontrollable shopping

STRATEGIES IN DEALING WITH STRESS

It is possible for you to learn how to manage your stress. Here are some strategies that you may do to deal with it:

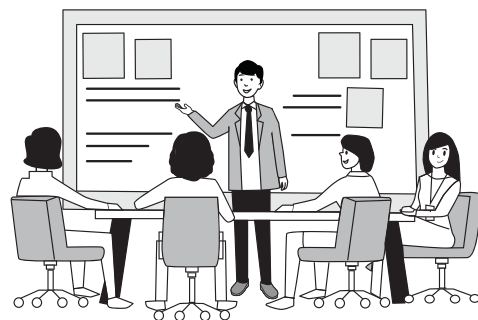
- Schedule time for vacation, rests in your daily routines, hobbies, and fun activities.



- Avoid scheduling too many appointments, meetings, and other activities back-to-back. Allow pauses to catch your breath.



- Read books, study videos, or attend seminars on time management. Once you remove time wasters in your daily activities, you will have more time to recharge yourself.



LESSON 3



- Learn to say “no.” Spend time on your main responsibilities and priorities rather than allowing others to tell you how you should use your time.



- Exercise regularly to lessen your muscle tension.



- Ask support from trusted people. Your family, friends, or relatives can help you in dealing with stressful events.



LESSON 3

SHARPENING YOUR SKILLS

Direction: On a separate sheet of paper, accomplish this activity by providing appropriate answers.

STRESS MANAGEMENT



1. What was the most stressful event that you encountered in the past week?
2. Why were you stressed about it?
3. What did you do about it?
4. What is a better way of handling that stressful event in the future?



LESSON 3

TREADING THE ROAD TO MASTERY

Directions: Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

How can stress management affect your mental health?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation or grammatical errors



MODULE 1

DON'T FORGET



- Always work on your strengths by improving your skills and get new ones.
- Work hard to improve the way you perform.
- Your personal values must match with your organization's values.
- Knowing where you belong can transform you into an outstanding performer.
- You should be able to contribute something to make a difference.
- Managing yourself requires taking responsibility for relationships.
- Successful careers are developed by preparing for opportunities.
- Negative emotions such as anger, sadness, and overexcitement may lead you to having bad behaviors which may create problems or damage your health.
- You have the right to feel any negative emotions, but, you do not have to allow these negative emotions to stay inside you.





- If you always feel overloaded because of stress, these feelings could start to be a mental health problem for you.





MODULE 1

EXPLORE MORE

For additional activities related to the topics of this module, these resources may be helpful:

- **Managing Oneself by Peter Drucker – Animated Book Summary**
(<https://www.youtube.com/watch?v=e5dvrqKCt6c>)
- **Successful Self-Management**
(http://my2.ewb.ca/site_media/static/library/files/414/successful-self-management.pdf)
- **How to Deal With Strong Negative Emotions**
(<https://www.youtube.com/watch?v=l96TZeZGIDg>)
- **Dealing with Negative Emotions**
(<https://www.getselfhelp.co.uk/docs/DealingNegativeEmotions.pdf>)
- **Coping with Stress**
(<https://www.youtube.com/watch?v=TK5KOXLT15g>)



MODULE 1

REACH THE TOP

Directions: Choose the letter of the correct answer. Do this activity on a separate sheet of paper.

1. What is the best way to discover your strengths?
 - A. Feedback analysis
 - B. Self-analysis
 - C. Self-survey
 - D. Self-evaluation
2. Which among the following is NOT helpful in developing a second career?
 - A. Shifting to another courses
 - B. Developing a parallel career
 - C. Becoming an entrepreneur
 - D. Trying everything you wish to do
3. Which among the choices is about paying respect for co-worker's time?
 - A. Acceptance
 - B. Punctuality
 - C. Appreciation
 - D. Greetings
4. Which among the choices shows verbal communication skills?
 - A. Maintaining good grooming
 - B. Showing ability to reduce the use of personal technology during work hours
 - C. Having the ability to understand and follow directions
 - D. Having the ability to think of solutions to the problem
5. What negative emotion could stop us reach our greatest potential?
 - A. Low income
 - B. High expectations
 - C. Low expectations
 - D. Low motivations

MODULE 1

6. What kind of exercise can help you relax as you enhance understanding yourself?
- A. Aerobic B. Zumba C. Gymnastic D. Meditation
7. Which is NOT a symptom of stress?
- A. Heart attack C. Palpitation
B. Upset stomach D. High blood pressure
8. Which among the statements is TRUE?
- A. People have the same reactions to stressful events.
B. All people who are asking for help are weak.
C. You may feel overexcitement during the time of happiness.
D. Starting a new job is an example of a daily stressor.
9. What is the ability to manage one's thoughts and behaviors?
- A. Self-management C. Self-preservation
B. Self-discipline D. Self-enhancement
10. What is a state of being mentally and emotionally sound in responding to a certain situation?
- A. Mental Health C. Mental Stability
B. Mental Condition D. Mental Order

ANSWER KEY

PRE-ASSESSMENT

PAGE 2

1. Strengths
2. Values
3. Career
4. Emotion
5. Stressors

LESSON 1: TRYING THIS OUT

PAGE 4

1. **What is my biggest achievement?**
Possible Answer: I was able to go back to school through the ALS program.
2. **What is the happiest day of my life so far?**
Possible Answer: Passing the entrance exam for the ALS program
3. **What is my favorite subject in school? Which part do I like best?**
Possible Answer: My favorite subject is “Life and Career Skills” and I like the part of “Employment” because I really want to have a job someday.
4. **What positive characteristics do people see in me?**
Possible Answer: They see me as a very optimistic and determined person in finishing certain tasks.
5. **What activities do I find exciting?**
Possible Answer: I find learning new lessons exciting as well as getting to know my other classmates.
6. **What is the biggest failure that I have ever experienced?**
Possible Answer: Not being able to graduate at a young age is what I consider my biggest failure.

ANSWER KEY

7. What is my least favorite subject in school? Which part do I dislike the most?

Possible Answer: I think my least favorite subject is “Digital Literacy” and the part of “Digital Devices” because I cannot have a hands-on practice with any device or gadget available.

8. What negative characteristics do people see in me?

Possible Answer: Other people consider me as a mean and tactless individual because I say things straightforward which already hurt their feelings.

9. What activities do I find boring?

Possible Answer: I find working alone boring.

10. What do I wish I could change about myself?

Possible Answer: I wish that I could be more in control of what I say or do to other people so I could not hurt their feelings.

LESSON 1: SHARPENING YOUR SKILLS

PAGE 12

1. What are my abilities, skills, and talents?

Possible Answer: You are good at writing and have a talent in dancing.

2. What are my greatest strengths?

Possible Answer: For me, your greatest strength is you easily get along with people around you.

3. What are the things I need to improve?

Possible Answer: You should improve your confidence.

4. If an employer were to ask me: “Why should I hire you?”, what do you think should I answer?

Possible Answer: You should tell the employer that you are a team player and serving the company will be a pleasure to you. Tell them also that you are flexible and you are open to new learnings.

LESSON 1: TREADING THE ROAD TO MASTERY

PAGE 13

1. **Situation No. 1:** You work for a restaurant that has a good name for serving the best roasted chicken in town. The success of your restaurant is a result of the quality of roasted chicken you sell. Unfortunately, due to bad weather, your restaurant did not receive the supply of chicken that you had ordered. What do you think is the best way you can do to solve the problem?

Possible Answer: I think the best way I can do is to inform our customers that we cannot deliver/serve our quality roasted chicken until the supply arrives. This is because I cannot compromise the reputation of the restaurant by trying other chicken that may be available at that time. I think the customers would understand as long as I will be able to explain to them the situation we encountered.

2. **Situation No. 2:** To earn money in summer, you and three of your friends started a carwash business. You decide to charge PhP100.00 to wash a person's car. After distributing flyers to your neighbors, you received phone calls from five people who want to avail of your carwash service this weekend. On a Saturday morning, two of your friends got sick and will not be able to help in your business. What do you think is the best way you can do to solve the problem?

Possible Answer: I think the best way to solve the problem is to call the customers and give them a specific time for their car wash schedule. Giving them an assigned time will make them less likely to arrive at the same time. In this way, we will be able to accommodate all five of them even if it was just me and my other friend.

ANSWER KEY

3. **Situation No. 3:** You and your friend work at the snack stand in a mall cinema. One day, right after you start working, the popcorn machine malfunctions, and the drink machine runs out of soda. The line at the snack stand is getting longer because many customers want drinks and popcorn before going to the cinema. What do you think is the best way you can do to solve the problem?

Possible Answer: I think the best thing to do at that moment is to explain to the customers the problem and call the technician for some troubleshooting guide while my friend starts refilling soda right away. I can also offer the customers to just have their orders delivered inside the cinema house once the popcorn machine works.

LESSON 2: TRYING THIS OUT

PAGE 15

Processing Questions:

1. **What are these feelings?**

Possible answer: These are negative feelings like sadness and frustration.

2. **How did you deal with these feelings?**

Possible answer: Sometimes, I just like to be alone and to understand first why it is happening to me.

LESSON 2: SHARPENING YOUR SKILLS

PAGE 21

Explain how each activity resolves negative emotion

- **Listening to music**
Possible answer: It makes me dance and uplifts my mood a little bit.
- **Watching movies**
Possible answer: The scenes are inspirational and gives me hope that I can also surpass challenges like what the characters in the movie did.
- **Writing**
Possible answer: Through writing, I can express my thoughts clearly and do some reflection.
- **Staying Happy**
Possible answer: Thinking about the brighter side of any event turns any negative feeling that I have into a positive one.

Cite personal experiences and explain possible ways to manage the following especially in making decisions.

ANSWER KEY

- **Anger**

Possible answer: There was one time that I had a quarrel with someone because of two different perspectives regarding an issue. In this case, before I proceeded and said something again, on my mind I counted one to thirty (1-30) seconds. It helped me become more relaxed doing the conversation.

- **Sadness**

Possible answer: When I usually get sad, I pray a lot. I express my thoughts and emotion to God praying that I would have a better day compared to what I am having at present. It helps me ease my sadness and so I am able to do more tasks without being bothered at all.

- **Overexcitement**

Possible answer: I usually get overexcited when I receive good news and want to share it with other people right away. I manage my emotion in this situation by doing other activities first like household chores or doing assignments. This will lessen my excitement because I made use of my energy on other matters.

LESSON 2: TREADING THE ROAD TO MASTERY

PAGE 22

Chosen emotion: ANGER

1. **Share your personal experience about the negative emotion that you chose and how this influenced your decision-making.**

Possible Answer: There was a time when I felt really mad with what my friend did to me. I immediately went to their house without having second thoughts. We had a very bad fight that we even disturbed their neighbors.

2. **What did you learn from your experience?**

Possible Answer: I learned that it is not good to decide while your emotion is at peak.

ANSWER KEY

3. Why do you think it is important for you to learn how to control your negative emotion?

Possible Answer: It is important for us to learn how to control negative emotions because it may affect our decisions badly. When we are feeling these negative emotions, we tend to lose ourselves and react inappropriately which may be very dangerous.

LESSON 3: SHARPENING YOUR SKILLS

PAGE 30

1. What was the most stressful event that you encountered in the past week?

Possible answer: It was the submission of all tasks to various subject teachers.

2. Why were you stressed about it?

Possible answer: I was overwhelmed and cannot decide what to do first.

3. What did you do about it?

Possible answer: I picked first the most complex outputs to make followed by much simple tasks to do.

4. What is a better way of handling that stressful event in the future?

Possible answer: It is really important to have a schedule and to practice time management so that it would not be hard for me to finish the tasks next time.

ANSWER KEY

LESSON 3: TREADING THE ROAD TO MASTERY

PAGE 31

Question:

How can stress management affect your mental health?

Possible answer:

It is good to have an effective stress management in life because it helps me overcome problems and stressors. If I do not practice this kind of approach in dealing with problems, I guess I will live an unhappy and unhealthy life. On the other note, if I do practice it, my relationships with various people and my work will be filled with so much joy and productivity.

REACH THE TOP

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- | | |
|------|-------|
| 1. A | 6. D |
| 2. D | 7. A |
| 3. B | 8. C |
| 4. C | 9. A |
| 5. C | 10. A |

GLOSSARY

Career	job that you do during your working life
Emotion	a conscious mental reaction associated with thoughts, feelings, and behavioral responses caused by pleasure and displeasure
Feedback Analysis	a method about comparing the results to expectations
Meditation	an act of turning away from disturbing thoughts and focusing on important matters
Mental Health	the condition of being sound mentally and emotionally in response to certain behavior
Self-management	being able to manage one's thoughts and behaviors
Strengths	a person's positive qualities in dealing with situations
Stress	body's reaction to any physical, mental, and emotional changes that cause strong feelings of worry and anxiety
Values	a person's beliefs about good behavior and what things are

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