

# SKILL – SELF-AWARENESS (CPIP)



## 1) DESCRIPTION OF THE TOOL

This tool helps you self-reflect on how you feel at work. It highlights how self-awareness can improve productivity, work relationships and overall employee satisfaction.

**Name of the tool:** Am I what I want at work?

**Time:** 15 minutes

**Environment settings:** Indoor & Outdoor

## 2) OBJECTIVES OF THE TOOL

- ✚ Understanding work behaviour and the factors that influence it.
- ✚ Improving the relationship with oneself.
- ✚ Developing self-awareness and manage stressful decisions.

## 3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the skill of self-awareness because it gives you the chance to know yourself and how you react in various situations and helps you communicate more effectively and manage conflicts better in personal and professional relationships.

## 4) RESOURCE MATERIALS

The following resources materials are needed to successfully practice this tool:

- ✓ Sheet of paper
- ✓ Pen

## 5) HOW TO APPLY THE TOOL

**Step 1:** First you need to answer the following questions.

What is my general attitude at work?

What motivates me most in my work?

**Step 2:** Then imagine that you face the following scenario at work and think how you would react.

It's Sunday morning, and you've just received an email reminding you that the deadline for a new project is in just 5 days. The email emphasizes that everyone needs to be at peak efficiency to meet the deadline. What do you choose to do now? Do you choose to give up your Sunday off? Why?

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## 6) WHAT TO LEARN

- Learn how to distinguish between free time and working time.
- Learn how to practice your self-awareness skills when you have to make stressful decisions.
- Learn how to respond to what makes you feel stressed.



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