



# Unlock your potential

A JOURNEY TO  
TEEN SELF-EXPLORATION AND  
EMPOWERMENT

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This book belongs to



# Day 1 : Embracing Yourself

## BUILDING CONFIDENCE FROM WITHIN





I HEAR MY MOM SCREAM,  
"BAGS, BOOKS, YOUR COMB, AND CREAM  
SCATTERED ON THE BED WITH THOSE JEANS.  
THIS IS HOW YOU KEEP YOUR ROOM CLEAN?"  
DO YOU SOMETIMES FORGET THAT  
I'M A TEEN?

I HEAR MY FATHER SAY,  
"WAKE UP, GET UP, AND CHASE YOUR DREAMS.  
THIS IS THE TIME YOU SHOULD CHOOSE YOUR STREAM.  
LEAVE YOUR TWITTER, SONGS, AND FILMS.  
DON'T WASTE YOUR TIME IN FRONT OF A COMPUTER SCREEN.  
WELL, WHY DON'T YOU UNDERSTAND?  
I'M A TEEN.

I HEAR MY FRIENDS COMPLAIN,  
"WE KNOW IT'  
S TOUGH, BUT WE HAVE TO TELL YOU,  
YOU CAN BE RUDE WITHOUT HAVING ANY CLUE.  
IT'S HARD TO HANDLE YOU DURING YOUR MOOD SWINGS,  
AS YOU CAN GO CRAZY  
CAUSE YOU DON'T KNOW WHAT YOU MEAN.  
WHY DON'T YOU GET IT? LIKE YOU,  
I'M A TEEN.

I HEAR PEOPLE SAY,  
"OMG! JUST LOOK AT HER SIZE.  
FOOD AND DRINKS? SHE WILL NEVER COMPROMISE.  
SHE SHOULD DIET, EAT CARROTS AND BEANS  
SO SHE CAN SQUEEZE INTO HER JEANS.  
WHY DON'T YOU UNDERSTAND?  
I'M A TEEN.

SOMETIMES I WONDER, DOES ANYONE SAY,  
"SHE IS BEAUTIFUL IN HER OWN WAY.  
SHE TRIES HER BEST TO ACHIEVE SOMETHING.  
SHE CAN BE CUTE AND CRAZY BUT NEVER MEAN.  
AFTER ALL, SHE IS MY SWEET LIL' QUEEN.  
PLEASE TRY AND UNDERSTAND, SHE IS A TEEN."

# Strengths



# Weakness

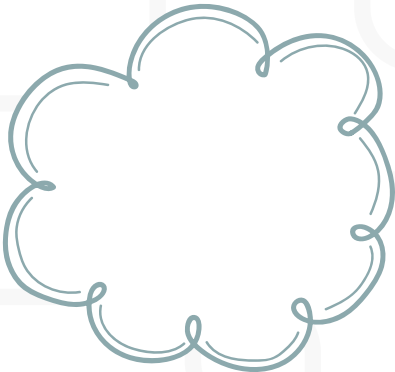
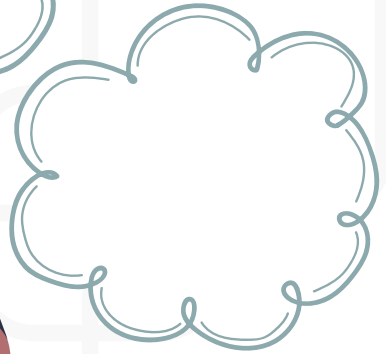
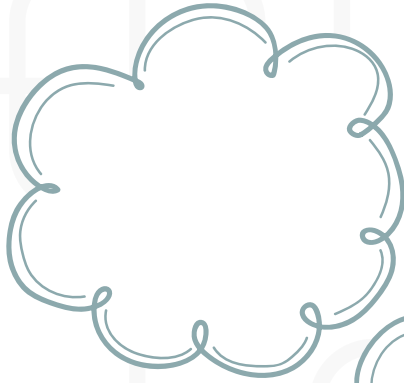


who am I?



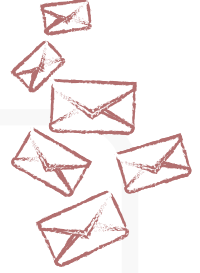


what are the  
challenges you face?





Write a letter to yourself





## tips for being confident

- BE THE BEST VERSION OF YOU.

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- BELIEVE IN YOURSELF.

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- AVOID NEGATIVE SELF TALK.

---
- CHOOSE YOUR COMPANY WISELY.

---
- ACCEPT ITS OK TO NOT BE PERFECT.

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# Reflection Sheet

WHAT IS THE ONE THING THAT GETS ME MOST ANXIOUS?





# Take Aways

WHAT ARE THE 3 KEY LEARNINGS THAT I HAVE HAD TODAY?



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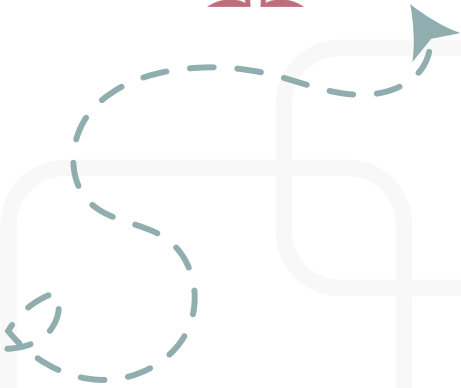
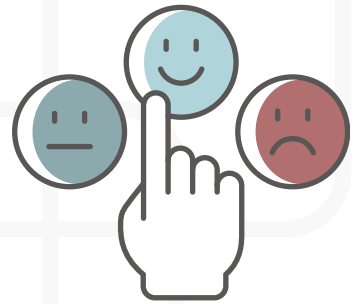




*Day 2: Empathy Unleashed*  
NURTURING AND STRENGTHENING  
EMOTIONAL INTELLIGENCE



Let's become  
emotionally aware





# What are the emotions you experience when

1. You are forced to do something

---

2. A situation is out of control

---

3. Things don't go the way you want

---

4. You are having a bad day

---

5. Deal with something unknown (exam)

---





# Feelings Wheel







# Emotional Regulation



# Strategies for building EI

Self Awareness



Emotional Regulation



Communicate Effectively



Emotional Maturity





Criticizing

Complaining

Competing

# Emotional Cancers

Confronting

Comparing



# Empathy vs Compassion

## Empathy

### DEFINING ASPECTS

Feeling for someone,  
"I understand what  
you're going through.  
I've been there."



## Compassion

### DEFINING ASPECTS

Feeling for someone  
+ desire to help "I can  
understand your distress  
and I want to help."



# Reflection Sheet

WHAT IS THE ONE THING THAT GETS ME MOST  
ANXIOUS?





# Take Aways

WHAT ARE THE 3 KEY LEARNINGS THAT I HAVE HAD TODAY?



[Redacted text area]



[Redacted text area]



[Redacted text area]





*Day 3 : Communicate to  
Connect*

TRANSFORMING RELATIONSHIPS THROUGH  
DIALOGUE

# COMMUNICATION STYLE QUESTIONNAIRE



THIS QUESTIONNAIRE IS DESIGNED TO HELP YOU ASSESS YOUR PREFERRED COMMUNICATION STYLE.

THINKING ABOUT YOUR BEHAVIOR AT HOME AND SCHOOL, WRITE A SCORE AGAINST EACH STATEMENT TO REPRESENT WHICH BEST DESCRIBES YOUR BEHAVIOR.

4 = AGREE STRONGLY, 3 = AGREE SOMEWHAT,  
2 = DISAGREE SOMEWHAT, 1 = DISAGREE STRONGLY

1. I CAN EXPRESS MY OPINIONS IN AN HONEST AND APPROPRIATE MANNER.
2. I CAN GET ANGRY AND LET THIS SHOW.
3. I FIND IT DIFFICULT TO SAY "NO".
4. I FEEL COMFORTABLE IN ASKING HELP FROM SOMEONE IF THEY KNOW MORE THAN ME.
5. I CAN BE SARCASTIC AT TIMES.
6. I THINK MY WAY OF DOING THINGS IS BETTER THAN OTHER PEOPLE.
7. IF SOMEONE TAKES ADVANTAGE OF ME, I FIND A WAY OF GETTING EVEN WITH THEM.
8. I FEEL I HAVE A RIGHT TO SAY NO TO OTHER PEOPLE'S REQUESTS IF I CANNOT OBLIGE.





9. IF I AM IN A LARGE GATHERING OR AUDIENCE, I FIND IT DIFFICULT TO SPEAK UP.
10. I LIKE TO BE IN CONTROL OF SITUATIONS MOST OF THE TIMES.
11. I TALK ABOUT OTHER PEOPLE BEHIND THEIR BACKS.
12. WHEN I HAVE TO DEAL WITH SOMEONE IN AUTHORITY, I FIND IT DIFFICULT TO LOOK AT THEM DIRECTLY IN THE EYE.
12. I PREFER TO BE HELD IN RESPECT AND EQUALLY RESPECT OTHERS.
13. I AM NOT AFRAID TO BE DIRECT WITH SOMEONE, EVEN IF THEY THINK I AM BEING RUDE.

TO ASSESS YOUR PREFERRED COMMUNICATION STYLE, TRANSFER THE SCORES YOU HAVE GIVEN TO EACH STATEMENT TO THE BOXES BELOW. THEN TOTAL THE COLUMN DOWNWARDS.

Q1	Q3	Q5	Q2
Q4	Q9	Q7	Q6
Q8	Q13	Q12	Q10
Q14			Q15
TOTAL	TOTAL	TOTAL	TOTAL



## Mehrabians Rule

### Mehrabian's Rule

**7%** Verbal Language  
(The Words)

**38%** Vocal Language  
(The Sounds)

**55%** Body Language  
(The Motions)



### Assertive

---

Appropriately honest, direct, self-enhancing, expressive, self-confident, empathic to all involved emotions.

### Aggressive

---

Inappropriately honest, direct, expressive, attacking, blaming, controlling, self-enhancing at others' expense.

### Passive Aggressive

---

Emotionally dishonest, indirect. Self-enhancing at the expense of others later.

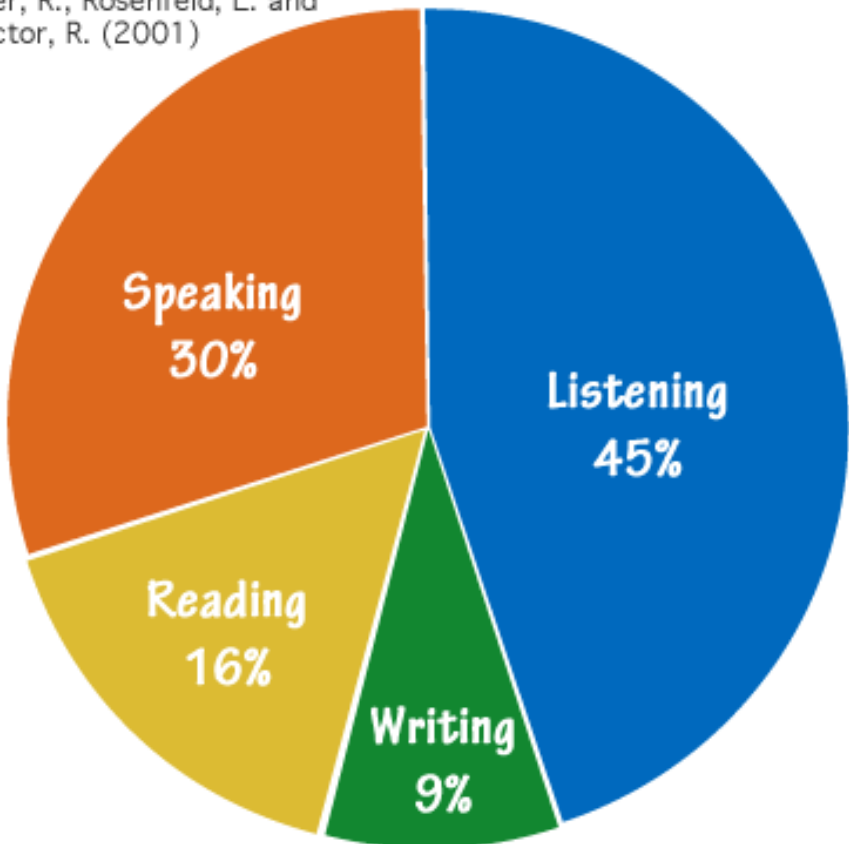
### Passive

---

Emotionally dishonest, indirect, inhibited, self-denying, blaming, apologetic.

# Listening Skills

Based on the research of:  
Adler, R., Rosenfeld, L. and  
Proctor, R. (2001)



## Tips for better communication

MAINTAIN GOOD EYE CONTACT.

---

BE CLEAR AND CONCISE.

---

CHECK NON VERBAL CUES.

---

BE MINDFUL OF YOUR TONE.

---

PRACTICE ACTIVE LISTENING.

---



# Reflection Sheet

WHAT IS THE ONE THING THAT GETS ME MOST ANXIOUS?





# Take Aways

WHAT ARE THE 3 KEY LEARNINGS THAT I HAVE HAD TODAY?



[Redacted text area]



[Redacted text area]



[Redacted text area]





*Day 4 : Mastering Your minutes*

**HARNESSING YOUR TIME FROM SUCCESS**







# Day 4 : Mastering Your minutes

## HARNESSING YOUR TIME FOR SUCCESS



**PROBLEM 1 :  
PROCRASTINATION**

**PROBLEM 2 : PARALYZING  
PERFECTIONISM  
EXCELLENCE/ PERFECTION**



**PROBLEM 3: SETTING  
UNCHALLENGING  
OBJECTIVES**







# Eisenhower Matrix

## EISENHOWER PRIORITY MATRIX TEMPLATE in Word and Google Docs

URGENT

NOT URGENT

IMPORTANT

<b>DO</b> Do these things today.

<b>DECIDE</b> Schedule a time to do these things.

NOT IMPORTANT

<b>DELEGATE</b> Who can do these things for you?

<b>DELETE</b> Do not do these things.



# Mistakes you face in Time Management

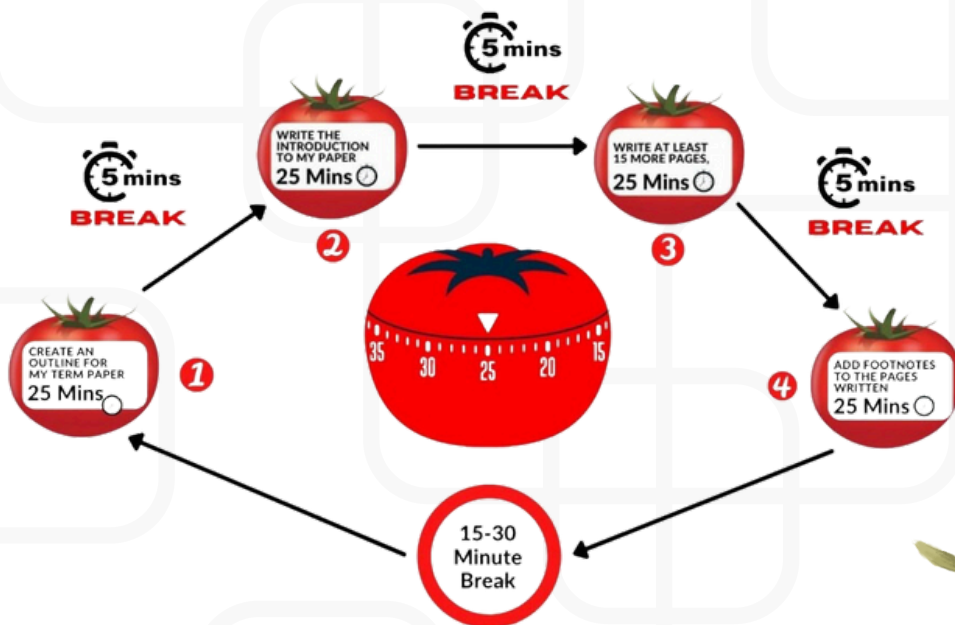
Brainstorm





# Pomodoro Technique

## THE POMODORO TECHNIQUE





# Tips for time management





# Reflection Sheet

WHAT IS THE ONE THING THAT GETS ME MOST  
ANXIOUS?





# Take Aways

WHAT ARE THE 3 KEY LEARNINGS THAT I HAVE HAD TODAY?



[Blank teal box for writing the first key learning]



[Blank light blue box for writing the second key learning]



[Blank teal box for writing the third key learning]

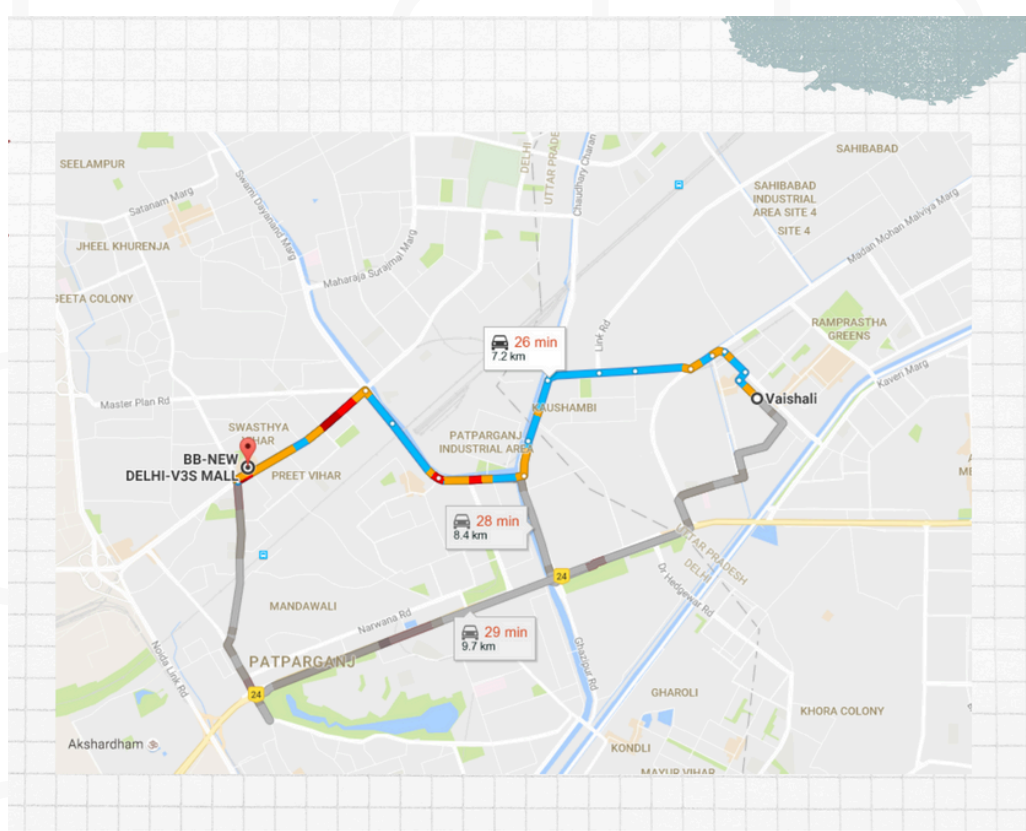






# Day 4 : Google map of your life

## CHARTING YOUR FUTURE



# Smart Goals worksheet



## Let's make SMARTER goals

S

Specific

What do you want to achieve?

M

Measurable

How will you track your progress?

A

Attainable

How can you reach your goal?

R

Relevant

Why is this goal important?

T

Timely

When will the goal be accomplished?

# Smart Goals worksheet



Action Plan—what steps do you need to take?

Date

Potential Obstacles

Potential Solutions

## *Types Of goals*

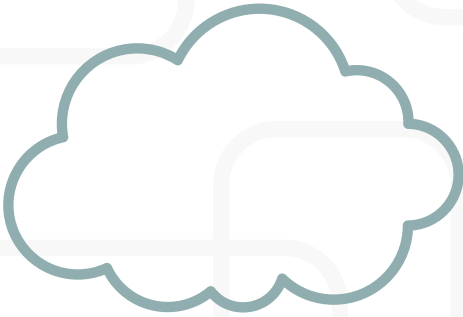
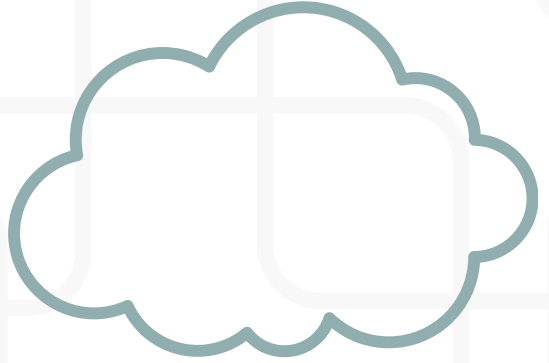
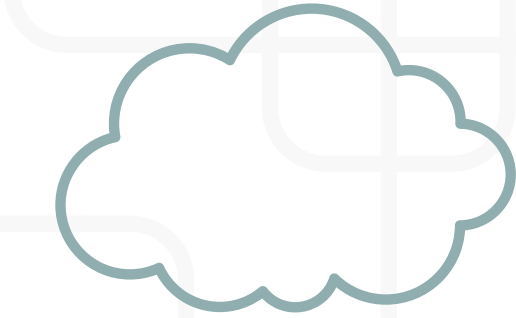
SHORT TERM GOALS  
6MTHS TO 1 YEAR

INTERMEDIATE GOALS  
10 DAYS TO 1MONTH

LONG TERM GOALS  
2 YEARS FROM NOW

*Why do my goals fail.*

*Brainstorm*





# *Tips on better Goal Setting*



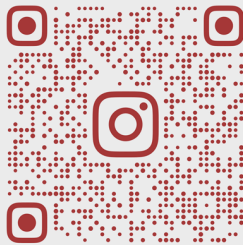


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