



Self Management Skills Class 12 QA

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Session 1: Motivation and Positive Attitude

1. What is self awareness?

Answer – Self-awareness is about understanding one's own needs, desires, habits, traits, behaviors and feelings.

2. How to improve Self Management Skills?

Answer – To manage oneself well, a person needs to develop the following skills –

a. Positive Thinking: to think that one can get things done and be happy.

b. Result orientation: to dream big and achieve the desired or set results.

c. Self-awareness: to be aware of one's personality traits and make the best out of one's strengths.

3. What is motivation in Employability Skills?

Answer – The word 'motivation' comes from the word 'motive.' Motivation is defined as the act of directing one's behavior toward a specific motive or goal.

There are two types of Motivation –

a. Intrinsic Motivation – It includes actions for which there is no visible reward but which provide enjoyment and satisfaction.

b. Extrinsic Motivation – It arises because of incentives or external rewards. Lack of motivation or incentives may lead to frustration

4. What are the ways to maintain a positive attitude?

Answer – Following are some ways that can help one maintain a positive attitude.

- a. Start the day with a morning routine
- b. Feed the mind with positivity
- c. Focus on constructive and positive things
- d. Learn from failures
- e. Move towards your goals and dreams.
- f. Physical exercise and fresh air
- g. Healthy diet
- h. Organize academic life
- i. Adequate sleep
- j. Holidays with family and friends

5. What is stress and how to manage it?

Answer – Stress is a state of feeling upset, annoyed and hopeless.

Some of the ways to manage stress are given below.

- a. Maintain a positive attitude and consider what is going wrong in a given situation. Once you've understood the situation, resolving it is simple.
- b. Maintain an accomplishment sheet and enter even small achievements. c. Whenever you feel negative thoughts are taking over, take a look at your accomplishment sheet.
- d. Keep your thoughts in the present. Pondering over past issues makes us feel upset and helpless.
- e. Talk to friends and family for comfort.
- f. Practice meditation and yoga.

Session 2: Result Orientation

6. What are the ways to become result oriented?

Answer –

- a. Set clear goals:** Setting clear and accurate goals is the first step one needs to take to meet the targets.
- b. Prepare an action plan:** An action plan describes the way a person or an organisation will meet the set objectives. It gives a detail of the steps to be taken to achieve the target.
- c. Use the right resources and tools:** One must evaluate the resources and tools needed to achieve those results and whether they are available.

7. How can we set goals in daily life?

Answer – Goal setting helps us to understand what we want, how to achieve it and how do we measure our success.

- a. Specific –** Goals should be stated in specific terms. Vague goals are difficult to attain. Specific goals give us a concrete target. Hence, a goal should have a specific purpose.
- b. Measurable –** Goals should always be measurable. If we do not set our goals in measurable terms, it is difficult to assess whether we have achieved them or not.
- c. Action-oriented –** Goals do not just come true on their own. Effective goal setting should include action-based steps that one will follow to achieve the goal.

d. Realistic – There are few things more damaging to our sense of self-efficacy than setting ourselves up for failure. Goals must always be realistically attainable.

e. Timely – Goals must have deadlines. However, deadlines may change. But one must always set a deadline to get the job done within a specified time limit.

8. Give some examples of result oriented goals?

Answer – Examples of result – oriented goals are as follows a.

A student may set a goal of scoring high marks in an exam. b.

An athlete may run five miles a day.

c. A traveler may try to reach a destination city within three hours.

Session 3: Self Awareness

9. Steps towards self awareness?

Answer –

a. gaining a greater awareness of one's emotions

b. making a habit of tracking one's feelings.

c. expanding one's practice to areas of life beyond the person's feelings.

10. What do you mean by Personality?

Answer – Personality is a cluster of thoughts, feelings and behaviors that make a person unique and different from others.

11. What are the Big Five Factors of personality development?

Answer –

a. Openness: Individuals with openness to experience are, generally, creative, curious, active, flexible and adventurous. If a person is interested in learning new things, meeting new people and making friends, and likes visiting new places, the person can be called open-minded.

b. Conscientiousness: Individuals, who listen to their conscience, are self-disciplined, do their work on time, take care of others before themselves and care about others' feelings.

c. Extraversion: Extroverts are individuals, who love interacting with people around and are, generally, talkative. A person, who can easily make friends and make any gathering lively, is confident and an extrovert.

d. Agreeableness: Individuals having such a trait are, generally, kind, sympathetic, cooperative, warm and considerate. They accommodate themselves in any situation. For example, people who help and take care of others are, generally, agreeable.

e. Neuroticism: Neuroticism is a trait, wherein, individuals show tendency towards anxiety, self-doubt, depression, shyness and other similar negative feelings. People, who have difficulty in meeting others and worry too much about things, show signs of neuroticism.

12. What are the common personality disorders?

Answer – Personality disorders involve long-term patterns of thoughts and behaviour that are unhealthy and rigid.

Suspicious

a. Paranoid personality disorder: The fear of others, especially friends, family members, and partners, is a defining feature of paranoid personality disorder. People who suffer from this disorder are sensitive to keeping emotions against others.

b. Schizoid personality disorder: The term 'schizoid' refers to a person's natural tendency to focus their attention on their inner life rather than the outside world. A person with schizoid personality disorder is detached and aloof, and prone to introspection and fantasy. The person shows little interest in forming personal relationships and seems to be emotionally cold.

c. Schizotypal personality disorder: People with this personality disorder feel that their ideas may influence other people or events. They frequently misunderstand actions. As a result, they have improper emotional reactions. They may avoid having emotional interactions on a regular basis.

Emotional and Impulsive

a. Antisocial personality disorder: Antisocial personality disorder is characterised by a disregard for social rules and obligations. They are obnoxious and aggressive, and they act rashly. They lack guilt and fail to learn from their mistakes. They may lie, steal, or harm others, and they may become alcoholics or drug addicts.

b. Borderline personality disorder: Borderline personality disorder is characterised by a loss of self-worth, leading to feelings of emptiness and fears of abandonment.

c. Histrionic personality disorder: People with histrionic personality disorder frequently try to gain more attention by being overly dramatic.

d. Narcissistic personality disorder: People with narcissistic personality disorder believe that they are more important than others.

Anxious

a. Avoidant personality disorder: This form of disease affects people who are socially inexperienced, ugly, or inferior, and they are always afraid of being embarrassed, criticised, or rejected. They avoid social situations and frequently feel insufficient, inferior, or unattractive.

b. Dependent personality disorder: People with this illness have a low sense of self-esteem and a strong desire to be looked after. They require a great deal of assistance in making daily judgments and entrust crucial life decisions to others.

c. Obsessive-compulsive personality disorder: People with this disorder are strict in their commitment to rules and laws. They are characterised by an extreme of care for neatness, perfectionism, and strong attention to detail. If they're unable to achieve perfection, they get very uncomfortable.

13. Steps to overcome from personality disorders?

Answer –

- a. Talk to someone. Most often, it helps to share your feelings.
- b. Look after your physical health. A healthy body can help you maintain a healthy

mind.

- c. Build confidence in your ability to handle difficult situations.
- d. Engage in hobbies, such as music, dance and painting. These have a therapeutic effect.
- e. Stay positive by choosing words like 'challenges' instead of 'problems'.