

SELF MANAGEMENT SKILLS II

REVISION NOTES

SELF MANAGEMENT SKILLS

Self Management Skills are those skills that help a person to control his thoughts, wants, feelings and actions. It allows you to maximize your productivity and performance in various fields of your career. When we talk about employability, Self-management skills help you to manage a good career path. It helps you to overcome in many bad situations. Here in this article, we will discuss Stress and Stress Management Techniques and also we will discuss how to work independently.

Following are some of the skills you must master to succeed in life:

- **Self-awareness:** Ask for honest feedback. Gather insights on your personality and work-specific proficiencies. Think about your daily interactions and how you handled situations well or could have handled them differently.
- **Responsibility:** Taking responsibility for your tasks is very important. Taking ownership is the step towards self-development. For example, if you have been assigned a task by a teacher; ensure you take complete ownership. Even if you are unable to complete the task on time, you must report it and then correct it.
- **Time Management:** Prioritise the things you have to do. Remove waste and redundancy from work. Make a time table and follow it diligently.
- **Adaptability:** Stay current with best practices and read up on new information always. Prepare yourself for new changes, so that you can transition seamlessly.

What is Stress?

Stress can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats. These demands or threats are called stressors. Stressors are the reason for stress.

For example,

- you are too close to the exams but feel unprepared.
- you are experiencing a loss of someone close in the family.
- you are worried about what people would think of you if you don't dress well or cannot speak confidently.

Stress Management

Managing stress is about making a plan to be able to cope effectively with daily pressures. The ultimate goal is to strike a balance between life, work, relationships, relaxation, and fun. By doing this, you are able to deal with daily stress triggers and meet these challenges head-on.

Always keep in mind the ABC of stress management

A: Adversity or the stressful event

B: Beliefs or the way you respond to the event

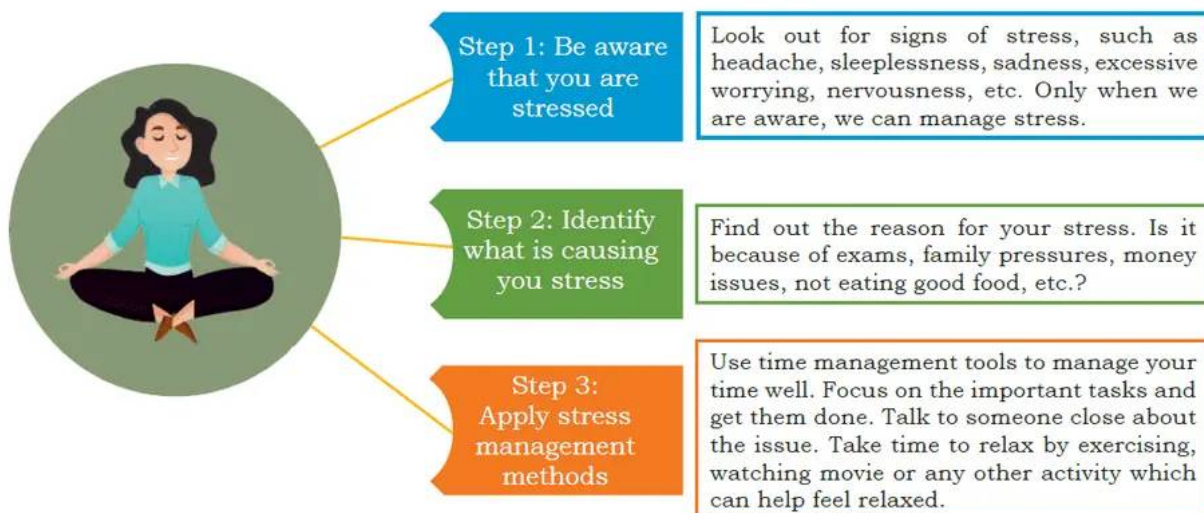
C: Consequences or actions and outcomes of the event

Ability to Work Independently

If you can become a calm and relaxed person, you will have the ability to work independently, which means.

1. becoming self-aware, self-monitoring, and self-correcting.
2. knowing what you need to do.
3. taking the initiative rather than being told what to do.
4. recognising your mistakes and not blaming others.
5. having the ability and the will to learn continuously.

Three Steps to Manage Stress



Management Techniques

Here are a few simple stress management techniques.

- **Time management:** Proper time management is one of the most effective stress-relieving techniques.
- **Physical exercise and fresh air:** A healthy lifestyle is essential for students. Stress is generally lower in people who maintain a healthy routine. Doing yoga, meditation and deep breathing exercises help in proper blood circulation and relaxes the body. Even taking a walk or playing in the park will help you get a lot of fresh oxygen, which will help you become more active.
- **Healthy diet:** Having a healthy diet will also help you reduce stress. Eating a balanced diet, such as Dal, Roti, vegetables and fruits will give you the strength to do your daily work efficiently.
- **Positivity:** Focussing on negative aspects of life will add more stress. Instead, learn to look at the good things and stay positive. For example, instead of feeling upset over a scoring less in a test, try to maintain a positive attitude and look at ways to improve the next time.
- **Sleep:** We should get a good night's sleep for at least 7 hours so that your brain and body gets recharged to function better the next day.
- **Holidays with family and friends:** Going to a relative's place, such as your grandparents' house or a new place during your summer vacations can help you break from the normal routine and come back afresh.

Emotional Intelligence

Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.

- **Emotional awareness :** the ability to identify and name one's own emotions.
- **Harnessing emotions :** the ability to harness and apply emotions to tasks like thinking and problem solving.
- **Managing emotions :** the ability to regulate one's own emotions when necessary and help others to do the same.

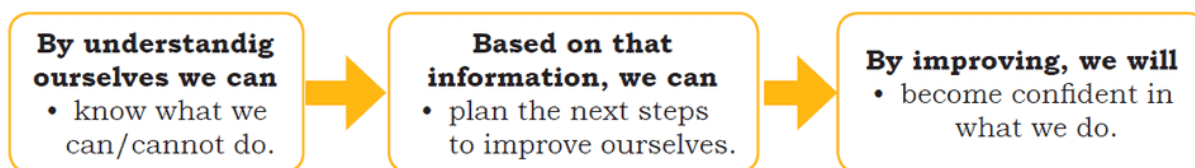
Some steps to manage emotional intelligence are as given below.

- **Understand your emotions:** Observe your behaviour and note the things you need to work on. You can then work on the things you need to improve.
- **Rationalise:** Do not take decisions abruptly; be rational in your thinking.
- **Practice:** Do meditation and yoga to keep yourself calm.

Techniques for Identifying your Strengths and Weaknesses

Finding Strengths (or abilities)

- Think of anything that you are always successful at.
- Think about what others like in you.
- Take out time and think about what you do well.



Finding Weaknesses

- Point out the areas where you struggle and the things you find difficult to do.
- Look at the feedback others usually give you.
- Be open to feedback and accept your weaknesses without feeling low about it. Take it as an area of improvement.

Difference between Interests and Abilities (Strengths)

Interests

1. Things that you like to do in your free time that make you happy. An acquired or natural capacity
2. Things you are curious about or would do even if no one asked you to do it.
3. Things you want to learn or would like to do in the future

Ability

1. An acquired or natural capacity
2. Enable you to perform a particular job or task with considerable proficiency.

Self-motivation

Self-motivation is simply the force within you that drives you to do things. Self-motivation is what pushes us to achieve our goals, feel happy and improve our quality of life. In other words, it is our ability to do the things that need to be done without someone or something influencing us.

Types of Motivation

Internal Motivation – We do things because they make us happy, healthy and feel good. For example, when you perform on your annual day function and you learn something new, such as dancing, singing, etc., you feel good.

External Motivation – We do things because they give us respect, recognition and appreciation. For example, Suresh participated in a 100m race and won a prize. This motivated him to go for practice every morning.

Qualities of Self-motivated People

1. Know what they want from life
2. Are focussed
3. Know what is important
4. Are dedicated to fulfill their dreams

Building Self-motivation

- Find out your strengths
- Set and focus on your goals

- Develop a plan
- to achieve your goals
- Stay loyal to your goals

Types of Motivation



Internal Motivation: LOVE

We do things because they make us happy, healthy and feel good. For example, when you perform on your annual day function and you learn something new, such as dancing, singing, etc., you feel good.



External Motivation: REWARD

We do things because they give us respect, recognition and appreciation. For example, Suresh participated in a 100m race and won a prize. This motivated him to go for practice every morning.

Goals: They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favourite mobile phone by a particular date.

Goal setting: It is all about finding and listing your goals and then planning on how to achieve them.

How to Set Goals?

We can use SMART method to set goals. SMART stands for: Specific, Measurable, Achievable, Realistic and Time Bound

• **Specific :** A specific and clear goal answers six questions. Who is involved in the goal? What do I want to do? Where do I start? When do I start and finish? Which means do I use? Why am I doing this?

Not a specific goal: "I would learn to speak English."

Specific goal: "I would learn to speak English fluently by joining coaching classes after my school everyday, and in six months I will take part in the inter-school debate competition."

Measurable : A measurable goal answers the questions "How much?", "How many?" and "How do I know that I have achieved results?"

Not measurable goal: "I want to be rich."

Measurable goal: "I want to have 5 times more money than what I have today in my hand at the end of this year."

Achievable : Breaking down big goals into smaller parts will make the goal achievable. Bigger Goal: "I want to become a teacher in my school."

Realistic : A realistic goal would be something that we want to achieve and can work towards.

Example of unrealistic goal: "I will read my entire year's syllabus in one day and get good marks."

Realistic goal: "I spend 3 hours every day of the year after school to revise my subjects to get good marks in the exams."

- **Time bound :** A SMART goal should have a timeframe by when the goal needs to be achieved. This encourages us to take actions to completely fulfill the goals.

Not a time bound goal: “I want to lose 10 kg someday.”

Time bound goal: “I want to lose 10kg in the next 6 months.”

TIME MANAGEMENT AND ITS IMPORTANCE

Time management is the thinking skill that helps you to

- complete tasks on time.
- make a daily timetable.
- make a good guess at how long it will take you to do something.
- submit homework and assignments on time.
- not waste time during the day.

Four Steps for Effective Time Management Organise

1.Organise: We plan our day to- day activities.

2.Prioritise: We make a to-do list that has all our activities and we rank them in the order of importance.

3. Control: We have a control over our activities and time.

4. Track: We identify and note where we have spent our time.



ACADPILLS
www.acadpills.com

SELF MANAGEMENT SKILLS II

OBJECTIVE QUESTIONS (SET 01)

1. Which of the following is not a self-management skill?

- (a) Problem solving
- (b) Bargaining
- (c) Understanding self
- (d) Confidence building

Answer: (b) Bargaining

2. Grooming is a term associated with

- (a) time management
- (b) problem solving
- (c) neat and clean appearance
- (d) self-management

Answer: (d) self-management

3. What steps should one take to build confidence?

- (a) Set goals in life
- (b) Appreciate oneself for all the achievements
- (c) Always think positively
- (d) Talk to people who are confident

Answer: (c) Always think positively

4. Which of the following is a quality of a self-confident person?

- (a) Patient
- (b) Compassionate
- (c) Committed
- (d) Passionate

Answer: (c) Committed

5. What is the best way to start our day positively?

- (a) Think about all that can go wrong.
- (b) Think about the difficult test you will face during the day.
- (c) Think about all your accomplishment so far and feel good about it.
- (d) Think about the traffic on the road and feel stressed.

Answer: (c) Think about all your accomplishment so far and feel good about it.

6. Rahul gets feedback on his project work from his class teacher. Which of these options demonstrates positive attitude in this situation?

- (a) Rahul ignores the feedback.
- (b) Rahul takes the feedback but does not use it.
- (c) Rahul tells others that the teacher is wrong.
- (d) Rahul learns from the feedback and makes his project work better.

Answer: (d) Rahul learns from the feedback and makes his project work better.

7. What can you do to get rid of negative thoughts or feelings?

- (a) Meditate to calm down and feel positive.
- (b) Ignore them and move on in life.
- (c) Act based on the negative thoughts or feelings.
- (d) Talk to a friend and share all your negative feelings.

Answer: (a) Meditate to calm down and feel positive.

8. Do you think people living in hill stations can skip taking a bath for many days?

- (a) No, irrespective of the climate, one should take a bath regularly.
- (b) Yes, not taking bath for many days is acceptable for people staying in cold climate.
- (c) Yes, if they wipe themselves with a wet cloth, then it is fine.
- (d) None of the above

Answer: (a) No, irrespective of the climate, one should take a bath regularly.

9. Radha wants to grow her hair and she applies a lot of hair oil. She does not wash her hair for days and sometimes it smells bad too. What would be your suggestion to her?

- (a) She can leave the oil in her hair, after all it helps her hair to grow.
- (b) She can leave it on at night and wash her hair every day before leaving home.
- (c) She should not apply the oil at all.
- (d) She can apply the oil and pour a little water on her hair before leaving home to reduce the smell.

Answer: (b) She can leave it on at night and wash her hair every day before leaving home.

10. Dressing and grooming are important because they help us to look_____.

- (a) smart
- (b) untidy
- (c) shabby
- (d) All of the above

Answer: (d) All of the above

11. The following image is an example of _____ shirt.



- (a) informal
- (b) formal
- (c) Both of the above
- (d) None of the above

Answer: (a) Formal

12. The following image is an example of _____ T-shirt.



- (a) informal
- (b) formal
- (c) Both of the above
- (d) None of the above

Answer: (a) Formal

OBJECTIVE QUESTIONS (SET 02)

1. Self-management, also known as _____, is the ability to effectively control one's emotions, behavior and thoughts.

- a. Self – control
- b. Self – innovative
- c. Self – Design
- d. None of the above

Ans: a. Self – control

2. Self management is also useful in:

- a. Reaching your goals
- b. Overcoming bad habits
- c. Creating positive habits
- d. All of the above

Ans: d. All of the above

3. _____ term is also referred to self management.

- a. Emotions, behavior and thoughts
- b. Self regulation
- c. Self control
- d. All of the above

Ans: d. All of the above

4. In self – management skills you can improve yourself in various skills like _____.

- a. Discipline
- b. Timeliness
- c. Goal-setting
- d. All of the above

Ans: d. All of the above

5. When you are under _____ for a prolonged period of time, it can cause health problems and mental troubles as well.

- a. Stress
- b. Discipline
- c. Timeliness
- d. Goal – Setting

Ans: a. Stress

6. Our emotional, mental, physical, and social responses to perceived demands or threats are referred to as _____.

- a. Stress
- b. Blood pressure
- c. Constipation
- d. Heart attack

Ans: a. Stress

7. Stress can be defined as our mental , emotional, physical and social reaction to any perceived demands or threats. These demands or threats are called _____.

- a. Blood pressure

- b. Stress
 - c. Stressors
 - d. Constipation
- Ans: c. Stressors

8. What is the reason for stress?
- a. You are too close to the exams but feel unprepared.
 - b. You are stressed due to lack of sleep.
 - c. You are experiencing a loss of someone close in the family
 - d. All of the above
- Ans: d. All of the above

9. _____ management helps to balance between life, work, relationships, relaxation and fun.
- a. Blood pressure management
 - b. Stress management
 - c. Stressors management
 - d. Constipation management
- Ans: b. Stress management

10. How can we manage stress?
- a. Be aware that you are stressed
 - b. Identify what is causing you stress
 - c. Apply stress management methods.
 - d. All of the above
- Ans: d. All of the above

11. What are the stress management techniques?
- a. Time Management
 - b. Physical exercise and fresh air
 - c. Healthy diet
 - d. All of the above
- Ans: d. All of the above

12. If you can become a calm and relaxed person, you will have the ability to work independently, which means.
- a. You are self-aware
 - b. You are self – monitor
 - c. You are self – correcting
 - d. All of the above
- Ans: d. All of the above

13. How many types of skills are there in emotional intelligence?
- a. Emotional awareness
 - b. Harnessing emotions
 - c. Managing emotions
 - d. All of the above
- Ans: d. All of the above

14. What are the steps to manage emotional intelligence?
- a. Understand your emotions
 - b. Rationalize
 - c. Practise
 - d. All of the above

Ans: d. All of the above

15. Analyzing your _____ and _____ helps you to attain success in life.

- a. Strengths & Weakness
- b. Good & bad habits
- c. Both a) and b)
- d. None of the above

Ans: a. Strengths & Weakness

16. How can you identify your strength?

- a. Think of anything that you are always successful at.
- b. Think about what others like in you.
- c. Take out time and think about what you do well.
- d. All of the above

Ans: d. All of the above

17. How can you identify your weaknesses?

- a. Point out the areas where you struggle and the things you find difficult to do.
- b. Look at the feedback others usually give you.
- c. Be open to feedback and accept your weaknesses without feeling low about it.
- d. All of the above

Ans: d. All of the above

18. Identifying strengths

- a. Take time off to think about what you do well
- b. Think of anything that you are always good at
- c. Think about what others appreciate about you
- d. All of the above

Ans: d. All of the above

19. Identifying weaknesses

- a. Point out the areas where you struggle and what you find difficult to do
- b. Look at the feedback you receive from others
- c. Be open to feedback and accept your weaknesses
- d. All of the above

Ans: d. All of the above

20. If you are aware of your own values, likes, dislikes, strengths, and shortcomings as an individual. It denotes the fact that you are _____.

- a. Self-Confident
- b. Self-Control
- c. Self Motivated
- d. Self-Aware

Ans: d. Self-Aware

21. A person's _____ is an acquired or natural ability that allows them to execute a specific job or task with a high level of proficiency.

- a. Weaknesses
- b. Strength
- c. Interest
- d. Abilities

Ans: d. Abilities

22. _____, often known as ‘areas for improvement’, refers to the things we don’t do well or aren’t very good at.

- a. Weaknesses
 - b. Strength
 - c. Interest
 - d. Abilities
- Ans: a. Weaknesses

23. _____ helps to achieve our goals, feel happy and improve our quality of life.

- a. Self – control
 - b. Self – motivation
 - c. Self – awareness
 - d. None of the above
- Ans: b. Self – motivation

24. What are the different types of motivation?

- a. Internal Motivation (Love)
 - b. External Motivation (Reward)
 - c. Both a) and b)
 - d. None of the above
- Ans: c. Both a) and b)

25. What are the qualities of self-motivated people?

- a. Know what they want from life
 - b. Are focused
 - c. Know what is important
 - d. All of the above
- Ans: d. All of the above

26. What makes you complete work or studies without others cheering you?

- a. Self-confidence
 - b. Communication
 - c. Self-motivation
 - d. Self-esteem
- Ans: c. Self-motivation

27. Ravi works hard to get the best student award at the end of year. What type of motivation is this?

- a. Internal
 - b. External
 - c. Both internal and external
 - d. Not any specific type of motivation
- Ans: c. Both internal and external

28. _____ is all about finding and listing your goals and then planning on how to achieve them.

- a. Goal setting
 - b. Internal setting
 - c. External setting
 - d. None of the above
- Ans: a. Goal setting

29. What are the smart methods to set goals in self – management skills?

- a. Specific & Measurable
- b. Achievable & Realistic

- c. Time bound
 - d. All of the above
- Ans: d. All of the above

30. _____ is the ability to plan and control how you spend the hours of your day well and do all that you want to do.

- a. Stress Management
- b. Time Management
- c. Goal Setting
- d. None of the above

Ans: b. Time Management

31. What different examples of time management?

- a. Complete tasks on time
- b. Make a daily timetable
- c. Submit homework and assignments on time
- d. All of the above

Ans: d. All of the above

OBJECTIVE QUESTIONS (SET 03)

1. Self-management is also referred to as _____.

- a. Self-Control
- b. Self-Awareness
- c. Self-Motivation
- d. None of these

Answer: – a. Self-control

2. _____ is the ability to control one's emotions, thoughts, and behavior effectively in different situations.

- a. Self-guided
- b. Self-Awareness
- c. Self-Motivation
- d. Self-management

Answer: – d. Self-management

3. People with strong _____ skills are better in doing certain things better than others.

- a. Self-guided
- b. Self-Awareness
- c. Self-Motivation
- d. Self-management

Answer: – d. Self-management

4. Employers too strongly prefer people with good self-management skills.

- a. True
- b. False

Answer: – a. True

5. To perform well at work and in life in general, you must be able to manage and improve _____ skills.

- a. discipline and timeliness
- b. goal-setting & problem-solving

- c. teamwork and professionalism
- d. All of these

Answer: – d. All of these

6. Gathering insights on your personality, work-specific proficiencies, and knowing about your situation-handling skills is called _____.

- a. Self-awareness
- b. Responsibility
- c. Time Management
- d. Adaptability

Answer: – a. Self-awareness

7. If you have been assigned a task by a teacher; ensure you take complete ownership. Even if you are unable to complete the task on time, you must report it and then correct it. This skill is known as _____.

- a. Self-awareness
 - b. Responsibility
 - c. Time Management
 - d. Adaptability
- Answer: – b. Responsibility

8. Sumit is making his timetable and following it diligently as well as he is removing the waste and redundancy from work. This skill is known as

- a. Self-awareness
- b. Responsibility
- c. Time Management
- d. Adaptability

Answer: – c. Time Management

9. Stay current with best practices and read up on new information always. Prepare yourself for new changes, so that you can transition seamlessly. This skill is known as _____

- a. Self-awareness
- b. Responsibility
- c. Time Management
- d. Adaptability

Answer: – d. Adaptability

10. Stress can be defined as our _____ reaction to any perceived demands or threats.

- a. emotional,
- b. mental,
- c. physical and social
- d. all of these

Answer: – d. all of these

11. _____ are the reason for stress?

- a. Demands
- b. Threats
- c. Stressors
- d. None of these

Answer: – c. Stressors

12. Which of the following is not a stressor?

- a. you are too close to the exams but feel unprepared

- b. you are experiencing the loss of someone close in the family
- c. you are stressed due to lack of sleep
- d. None of these

Answer: – d. None of these

13. _____ is one of the important reasons for low productivity in all stages of life.

- a. Stress
- b. Threats
- c. Stressors
- d. None of these

Answer: – a. Stress

14. Stress drains one's _____ and impedes the day-to-day work and peace of mind.

- a. happiness
- b. sorrow
- c. energy
- d. None of these

Answer: – c. energy

15. Stress can be a _____ stress, if taken in the right sense, and may help in achieving effective outcomes.

- a. positive/good/eustress
- b. negative/bad/distress
- c. neutral
- d. None of these

Answer: – a. positive/ good/eustress

16. A _____ stress that makes a person worrisome, less productive, and may lead to various psychosomatic disorders too.

- a. positive/good/eustress,
- b. negative/bad/distress
- c. neutral
- d. None of these

Answer: – b. negative / bad / distress

17. Stress has always had a bad effect.

- a. True
- b. False

Answer: – b. False

18. Ravi was extremely excited to break the good news to his mother of his winning the highest amount of scholarship. This is an example of _____.

- a. Stress
- b. Eustress
- c. Distress
- d. Self-management

Answer: – b. Eustress

19. _____ Management refers to focusing human efforts on maintaining a healthy body and mind capable of better withstanding stressful situations.

- a. Stress
- b. Time
- c. Money

d. Emotion

Answer: – a. Stress

20. _____ stress is an unavoidable part of one's life.

a. Planned

b. Occasional

c. Behavior

d. Emotional

Answer: – b. Occasional

21. _____ stress leads to anxiety and sorrow resulting in ill status of mental and physical health

a. Planned

b. Managed

c. Unmanaged

d. None of these

Answer: – c. Unmanaged

22. Which of the following is/are known as Stress Casual Agents'?

a. Mental and Physical

b. Mental, Physical & Social

c. Mental, Physical, Social & Financial

d. None of these

Answer: – c. Mental, Physical, Social & Financial

23. The ultimate goal of Stress Management is to strike a balance between life, work, relationships, relaxation and _____.

a. fun

b. time

c. Both (a) and (b)

d. None of these.

Answer: – a. fun

24. In the ABC of stress management, A stands for _____.

a. Adversity

b. Advice

c. Awareness

d. None of these.

Answer: – a. Adversity

25. In the ABC of stress management, B stands for _____.

a. Balance

b. Beliefs

c. Beware

d. None of these.

Answer: – b. Beliefs

26. In the ABC of stress management, C stands for _____.

a. Consequences

b. Cooperate

c. Collaboration

d. None of these.

Answer: – a. Consequences

27. Identify the Stress Casual Agent's.

Students can be left overwhelmed if they are unable to handle their assignment submission deadlines and examinations grades.

- a. Mental
- b. Physical
- c. Social
- d. Financial.

Answer: – a. Mental

28. Identify the Stress Casual Agents.

High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress. [CBSE SQP Term – I 2021]

- a. Mental
- b. Physical
- c. Social
- d. Financial.

Answer: – a. Mental

29. Identify the Stress Casual Agents.

As children grow up, they may seek more independence, may become critically conscious of their looks and have to cope up with hormonal changes.

- a. Mental
- b. Physical
- c. Social
- d. Financial.

Answer: – b. Physical

30. Identify the Stress Casual Agent's.

Issues related to general well-being and health of an individual can lead to low self-esteem and cause stress.

- a. Mental
- b. Physical
- c. Social
- d. Financial.

Answer: – b. Physical

31. Identify the Stress Casual Agent's.

Discord amongst family members, peer pressure for doing things that children would generally avoid, maintaining balance in relationships amongst friends, and status show off may lead to stress at times. This leading to _____ stress.

- a. Mental
- b. Physical
- c. Social
- d. Financial.

Answer: – c. Social

32. Which of the following is NOT a physical sign of stress? [CBSE Sample Question Paper 2022]

- a) Dry mouth
- b) Guilt
- c) Fatigue
- d) Cold hands

Answer: (b) Guilt

33. Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for _____. [CBSE Term – I 2021]

- a. Ability, Burden, Concise
- b. Adore, Belief, Cause
- c. Adversity, Beliefs, Consequences
- d. Adapt, Balance, Cooperate

Answer: – c. Adversity, Beliefs, Consequences

34. It refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. [CBSE SQP TERM 1 2021]

- a. Stress Management
 - b. Exercise Management
 - c. Fitness Management
 - d. Personality management
- Answer: – a. Stress Management

35. Imagined, unreal threats affect us _____.

- a. Psychologically
- b. Physically
- c. Both (a) and (b)
- d. There is nothing as imagined, unreal threats.

Answer: – c. Both (a) and (b)

36. Find the odd stress symptom of the following.

- a. Social withdrawal
- b. Depression
- c. Fatigue
- d. Anxiety

Answer: – c. Fatigue

37. Find the odd stress symptom of the following.

- a. Chest pain
- b. Angry outburst
- c. Headache
- d. Low energy

Answer: – b. Angry outburst

38. Impact of stress depends on _____.

- a. Age and health
- b. Profession
- c. Living conditions
- d. All of these

Answer: – d. All of these

39. Sonika gets up at 6 am and goes to her hobby classes. Then she comes back home and finishes her homework before going to school. She does all work by herself. No one tells her to do so. This is called _____.

- a. Self-Awareness
- b. Self-Motivation
- c. Self-Regulation
- d. Discipline

Answer: – b. Self-Motivation

40. Ravi is suffering from insomnia due to noisy marketplace in his neighborhood. What remedy do you suggest him?

- a. Change of place
- b. Go on a quieter place during vacations
- c. Take medications for insomnia
- d. Install sound proof windows and doors.

Answer: – b. Go on a quieter place during vacations

QUESTIONS AND ANSWERS (SET 01)

1. What do you mean by Self management?

Ans. Self-management, also referred to as 'self-control,' is the ability to control one's emotions, thoughts and behavior effectively in different situations.

2. What is Stress?

Ans. Stress can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats.

3. Give any two examples where small amount of stress is helpful.

Ans. Two examples where small amount of stress is helpful are :

- 1. A fire alarm is intended to cause stress that alerts you to avoid danger.
- 2. The stress created by a deadline to finish a paper can motivate you to finish it on time.

4. Write the effects of stress on our life.

Ans. It can harm our emotional and physical health, and limit our ability to function well at home, in school and within our relationships.

5. What is Stress management?

Ans. Stress management is managing stress by making a plan to be able to cope effectively with daily pressures.

6. What are the benefits of Stress management?

Ans. Benefits of Stress management are :

- 1 We have a joyful life.
- 2. We will be more energetic and spend quality time with our friends and family.
- 3. We can complete our task on time

7. Write four sign/symptoms of stress.

Ans. Four Symptoms of stress management are :

- a. Headache
- b. Sleeplessness
- c. Sadness
- d. Excessive worrying
- e. Nervousness

8. Name any four stress management techniques.

Ans. Four stress management techniques are :

- a. Time management
- b. Physical exercise and fresh air.
- c. Healthy diet
- d. Holidays with family and friends

9. Write four qualities of those person who work independently.

Ans. Four qualities are:

- They are self-aware, self-monitored and self-correcting.
- They take the initiative rather than being told what to do.
- They have the ability to learn continuously.
- They recognize their own mistakes.

10. What do you mean by emotional intelligence?

Ans. Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.

11. Write three steps to manage emotional intelligence.

Ans. Three steps to manage emotional intelligence are :

- 1 Understand your emotions: Observe your behavior and then work on the things you need to improve.
2. Rationalize: Do not take decisions abruptly; be rational in your thinking.
3. Practice: Do meditation and yoga to keep yourself calm.

12. What do you mean by Self awareness?

Ans. Self awareness means knowing your inner strengths, hidden talents, skills and even weaknesses.

13. Differentiate between Interests and Abilities.

Ans.

Interests	Abilities
Things that you like to do in your free time that make you happy.	An acquired or natural capacity
Things you are curious to do even if no one asked you to do it.	Enable you to perform a particular task with proficiency

14. What do you mean by Self motivation?

Ans. Self-motivation is an internal force that pushes us to achieve our goals, feel happy and improve our quality of life.

15. Write four Qualities of Self-motivated people.

Ans. Four Qualities of Self-motivated People are:

- 1 They know what they want from life.
2. They are focused.
3. They know what is important for them.
4. They are dedicated to fulfill their dreams.

16. Write four steps of Self motivation.

Ans. Four steps of Self motivation are :

- 1 Find out your strengths.
2. Focus on your goals.
3. Develop a plan to achieve your goals.
4. Stay loyal to your goals.

17. What do you mean by Goal and Goal Setting?

Ans. Goals : They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favorite mobile phone by a particular date.

Goal setting : It is all about finding and listing your goals and then planning on how to achieve them

18. Ravi is using SMART method to set goals. What is SMART stands for?

Ans. SMART stands for :

Specific
Measurable
Achievable
Realistic
Time bound

19. What do you mean by Time management?

Ans. Time management is the ability to plan and control how you spend your day well and do all that you want to do.

20. Write the four steps for effective Time management.

Ans. Four Steps for Effective Time Management are :

- a. Organise : We should plan our day-to-day activities.
- b. Prioritise We should make our to-do-list
- c. Control : We should have a control over our activities and time.
- d. Track: We should identify and note where we have spent our time.

21. What do you mean by self – management skills?

Ans Your ability to regulate and control your actions, feelings, and thoughts is referred to as self-management skills. It also helps to improve personal and academic goals.

Self-management can also helps in the following areas:-

- Reaching your goals
- Developing good habits
- Overcoming challenges and difficulties
- Overcoming bad habits

22. What are the different practices of self management skills?

Ans: Self – management skills are –

- a. Self – awareness – Ability to control your values, likes, strengths, dislikes and weaknesses, etc.
- b. Self – control – Holding the ability to control your behavior, discipline, and so on.
- c. Self – confidence – Believe in yourself and don't be scared to take risks.
- d. Problem solving – Understanding a problem and finding the solution.
- e. Self motivation – Try to complete your tasks without any external help.
- f. Personal hygiene – Be healthy, clean and smart
- g. Positive thinking – Expressing certainty or affirmation even in tough situations
- h. Teamwork – Work in team to complete the goals
- i. Time management – According to your plan, achieve the task on time.
- j. Goal setting – Plan and accomplish the goals within a timeframe.

23. Write a short note on the factors influencing self – management.

Ans: Factors influencing the self – management are patients, cognitive, mental, and behavioral ability to identify disease – related symptoms, seek treatment, and to identify physical, psychological and social changes.

24. Write Self – management skills strengths and weaknesses?

Ans: Self – management skills strengths and weaknesses –

Strengths –

- Think that you are always good at
- Think about what you do well
- Think about what others appreciate about you

Weaknesses –

- Identify the areas where you struggle and what you find difficult to do
- Accept the feedback you receive from others
- Be positive with feedback and try to improve yourself.

25. Write difference between interests and abilities?

Ans: Interests are the things that we enjoy doing ability acquired or natural capacity that enable an individual to perform a particular task with considerable proficiency.

Interest may include –

Activities you like most to do at school or at home that make you happy.

Even if no one asks you to do the activity but you want to do it.

Activities that you like to learn or do in the future.

26. Write the Qualities of self – confidence?

Ans: Qualities of self – confident people –

- a. Self – belief – Always believe in yourself and respect the failures, make you successful in life.
- b. Hard Work – Work hard to achieve the goal, don't be afraid of failures.
- c. Positive Attitude – Positive attitude means focusing on the goal and trying to achieve.

27. How to build self – confidence?

Ans: There are three steps to build self – confidence are as follows –

- a. Step 1: Appreciate achievements & accept failures.
- b. Step 2: Make a goal and try to achieve.
- c. Step 3: Always look on the positive side and be happy.

28. What are the factors that decrease self – confidence?

Ans: Some of the factors which decrease self – confidence

- When we think we are unable to complete a task.
- When you feel bad from the past mistakes, and unmotivated.
- After failure in the first attempt, do not try again to achieve the goal.
- When we are surrounded by people who have negative thoughts.

QUESTIONS AND ANSWERS (SET 02)

1. What is Self-Management?

Answer : Self-Management refers to management of or by oneself; taking of responsibility for one's own behavior and well-being.

It also means managing yourself with the people and resources around you.

2. What is the aim of Self-Management person?

Answer : The aims of Self-Management person are conducting oneself for the greater good of the individual, family and the society.

3. Write the qualities of Self-Management person.

Answer : The qualities of Self-Management person are :-

- (a) Self-managed person not only manages himself well but also behaves responsibly towards people around.
- (b) Self- Management is needed by everyone around us and it is needed in all stages and walks of life.
- (c) Self-managed person is like a tree who is taking care of itself and is also helping others to lead a comfortable life.

4. What are the reasons for promotion of Self-Management person.

Answer : The reasons behind promotion of self-management are as follows:

- (a) Don't want the individual to be dependent on anybody else.
- (b) to instills self-confidence in individual to deal his or her life
- (c) to provides a long term and sustainable mechanism of handling personal life.

5. How is Self-Management exhibited?

Answer : Self-management is exhibited by our habits, manners, knowledge, intentions and our deeds.

6. How good habit is useful?

Answer : Good habits like brushing teeth, taking bath, eating balanced diet and getting up and sleeping at right time every day, helps us maintain good health and physique.

7. How good knowledge is useful?

Answer : Good knowledge acquisition and learning increases self-esteem and develops an inquisitive mindset and curious approach.

8. How good intentions are useful?

Answer : Good intentions guide us to do the right things. They help us identify the right path and right approach to handle situations.

9. How a good deed is useful?

Answer : A good deed done to help others is worth more than a million good words spoken.

10. What are the environmental forces for students?

Answer : Environmental forces for students can be the class schedule, assignments, competitions, exams, different students and their behavior.

11. What are the benefits of principles of self-management for students?

Answer : Benefits of principle of self-management are

- (a) It guides individuals to self-monitor their conduct and behavior.
- (b) It helps in self-evaluation.
- (c) It leads to self – reinforcement of positive behavior.

12. What do you mean by self-monitor?

Answer : Self-monitor means, individual can monitor their conduct and behavior. It makes them proactive. It prepares individuals to complete task independently. Instill ownership to the task and the consequences amongst individuals.

13. What do you mean by self-evaluation?

Answer : Self-evaluation means, individual can do course correction by themselves if they do not get desired goals. Once the goals are achieved as desired, it also motivates individuals.

14. What do you mean by self-reinforcement?

Answer : Self-reinforcement means appropriate behavior of students as per the time, situation and people involved. Self-reinforcement motivates individuals to take up right things and refrains from getting indulged into negative things, keeping long term consequences in focus.

15. What are the different types of self-management skills?

Answer : Following are the self-management skills that individuals should possess to enjoy the fruits of self-management.

- (a) Self-confidence
- (b) Stress Management
- (c) Independent Working

- (d) Team Player
- (e) Time Management
- (f) Self-motivation
- (g) Personality management

16. What is Self-confidence?

Answer : Self-confidence refers to trusting one capabilities and potentialities to achieve the necessary goals, objectives and challenges in life and being worthy of leading a happy life.

17. What do you mean by stress management?

Answer : Stress management refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations.

18. What do you mean by Independent Working?

Answer : When an individual is assigned a task(s), he/she takes ownership and doesn't require constant assistance or supervision to complete that task(s). This is called Independence working.

19. Who is known as Team player?

Answer : A person who conforms well with norms of a team and contributes to the attainment of the common goals in an efficient and effective way is called as a team player.

20. Who is Time Management?

Answer : Time Management is conscious effort to prioritize task according to the time at hand to increase productivity, efficiency and effectiveness.

21. What is Self-Motivation?

Answer : Motivation is defined as a driving force responsible to do something. The students who are motivated to achieve their academic goal, their future is much better than others. This is called Self-motivation.

22. What is Personality management?

Answer : General neatness, grooming, appropriate dressing, apt verbal and non-verbal communication are components of good personality. It is called personality management.

23. What is Self-Confidence?

Answer : General neatness, grooming, appropriate dressing, apt verbal and non-verbal communication are components of good personality. It is called personality management.

24. Who guide the person in day to day life?

Answer : Generally Parents, teachers and guardians are guide them. But in absence of them, principle of self-management guide the individual day in and day out, on how to respond to the environmental forces.

.....