

Check Your Progress

A. Subjective questions

1. Describe stress and stress management in your own words.

Ans. ***Stress is a feeling of physical, mental, social or financial tension. It can come from any event or thought that makes you feel frustrated, angry or nervous.***

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.

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

Three Steps to Manage Stress

Step 1: Be aware that you are stressed

Step 2: Identify what is causing you stress

Step 3: Apply stress management methods: Use time management tools to manage your time well. Focus on the important tasks and get them done. Talk to someone close about the issue.

Take time to relax by exercising, watching movie or any other activity which can help feel relaxed.

2. List your favorite stress management technique and elaborate why you find it the most effective.

Ans. ***Time management: Proper time management is one of the most effective stress-relieving techniques.***

Time Management can help us to

- ***have a joyful life.***
- ***focus and complete tasks on time.***
- ***be a happy person as you are stress free.***
- ***be more energetic and spend quality time with your friends and family.***

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A. Multiple choice questions

Read the questions carefully and circle the letter(s) (a), (b), (c) or (d) that best answers the question.

1. 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***

2. Which of the following are types of motivation?

(a) Internal (b) Intermediate (c) External (d) Extensive

Ans. ***(a) Internal and (c) External***

3. 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. (b) External

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A. Subjective questions

1. What is Goal Setting?

Ans. Goal setting: It is all about finding and listing your goals and then planning on how to achieve them. Goals allow you to separate out what's important. It helps you to focus on the end result instead of less important work. This will make you successful in your career and personal life.

2. In SMART goals, what does 'S', 'M', 'A', 'R', 'T' stand for? Explain.

Ans. We can use SMART method to set goals. SMART stands for:

- **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."

- **Measureable:** A measureable 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."
Breaking it into smaller goals: Complete higher secondary Complete Graduation Complete B.Ed. Apply for jobs in the teaching field

- **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."

3. What is the best way to work on long-term goals?

Ans. The best way to work on long-term goal is to break the long term goal into smaller parts. Breaking down big goals into smaller parts will make the goal achievable.

For example: Bigger Goal: "I want to become a teacher in my school."

Breaking it into smaller goals:

i Complete higher secondary

ii Complete Graduation

iii Complete B.Ed.

iv Apply for jobs in the teaching field