

Unit 2 Self – Management Skills

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

Answer – 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 help in the following areas:-

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

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

Answer – Self – management skills are –

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

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

Answer – 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.

4. Self – management skills strengths and weaknesses?

Answer – 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.

5. Difference between interests and abilities?

Answer – 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.

6. Qualities of self – confidence?

Answer – 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.

7. How to build self – confidence?

Answer – 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.

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

Answer – 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.

9. What is the importance of positive thinking?

Answer – A person's attitude can be 'positive' or 'negative'. Positive thinking helps to be successful in life because positive people are always improving themselves. But negative people are always worrying and looking for the bad in things, they never try to overcome the challenges.

Positive thinking produces positive outcomes for you, such as

- Overcoming challenges
- Always be energetic
- Helping others will help you to overcome the challenge of the work.
- Be happy and make others happy.

10. What is the importance of personal hygiene?

Answer – Personal hygiene is very important in our daily life because it helps us

- Create a good image of ourselves
- Stay healthy
- Avoid feeling ashamed in public due to our bad breath, body odor, etc.

11. What is the importance of Grooming?

Answer – The act of putting on clothes is known as dressing. Grooming is the acts of making oneself appear neat, orderly, and smart.

Benefits of Dressing and grooming in daily life

- Look smart
- Make a good impression of ourselves
- Feel confident about ourselves

Q12. Why is self-management important for us?

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

1. Achieving your goals
2. Adapting good habits
3. Overcoming from the difficulties
4. Overcoming from the bad habits

Q13. What is grooming

Wearing is clothes is known as dressing. Grooming helps to make your self neat, clean and smart.

Q14. What is the purpose of self-management explain?

Purpose of Self-management skills are – Self Awareness, Self Control, Self Confidence, Problem Solving and Self-motivated.