

Unit-2 Self-Management Skills

1. Self-management means:

- A) Managing others
- B) Managing time only
- C) Managing one's own behavior and emotions**
- D) Managing money

2. Stress is:

- A) Happiness
- B) Pressure or tension**
- C) Success
- D) Relaxation

3. Which of the following is a stress management technique?

- A) Ignoring work
- B) Meditation**
- C) Fighting
- D) Overthinking

4. Self-awareness means:

- A) Knowing others
- B) Knowing yourself**
- C) Ignoring feelings
- D) Controlling others

5. Self-motivation means:

- A) Motivation by others
- B) Punishment
- C) Motivating yourself**
- D) No motivation

6. Which is an example of internal motivation?

- A) Rewards
- B) Marks
- C) Personal interest**
- D) Prize

7. Which is an example of external motivation?

- A) Self-satisfaction
- B) Interest
- C) Rewards**
- D) Learning

8. SMART goals – 'T' stands for:

- A) Time-bound**
- B) Target
- C) Task
- D) Try

9. Time management helps to:

- A) Waste time
- B) Increase stress
- C) Complete work on time**
- D) Avoid work

10. Emotional intelligence is:

- A) Book knowledge
- B) Physical strength
- C) Understanding emotions**
- D) Memory power

11. Which of the following is a cause of stress?

- A) Relaxation
- B) Exercise
- C) Work pressure**
- D) Meditation

12. Good stress is also called:

- A) Distress
- B) Eustress**
- C) Pressure
- D) Anxiety

13. Bad stress is called:

- A) Eustress
- B) Happiness
- C) Distress**
- D) Motivation

14. Which is NOT a stress management technique?

- A) Yoga
- B) Exercise
- C) Overthinking**
- D) Deep breathing

15. Self-awareness helps in:

- A) Ignoring problems
- B) Understanding oneself**
- C) Controlling others
- D) Wasting time

16. Which of the following is a trait of self-motivated people?

- A) Laziness
- B) Negative thinking
- C) Determination**
- D) Fear

17. Goal setting helps to:

- A) Waste time
- B) Lose focus
- C) Give direction**
- D) Increase confusion

18. Which of the following is NOT part of SMART goals?

- A) Specific
- B) Measurable
- C) Random**
- D) Time-bound

19. Time management reduces:

- A) Happiness
- B) Stress**
- C) Success
- D) Confidence

20. Which is a good time management habit?

- A) Procrastination
- B) Making timetable**
- C) Wasting time
- D) Ignoring work

1. What is self-management?

- Self-management is the ability to control one's emotions, behavior, and thoughts to achieve goals.

2. Define stress.

- Stress is a feeling of mental or physical pressure caused by difficult situations.

3. What are any two causes of stress?

- Work or study pressure
- Family or personal problems

4. Write any two stress management techniques.

- Meditation or deep breathing
- Time management

5. What is emotional intelligence?

- Emotional intelligence is the ability to understand and manage one's own emotions and others' emotions.

6. Define self-awareness.

- Self-awareness is the ability to understand one's own feelings, strengths, and weaknesses.

7. What is self-motivation?

- Self-motivation is the ability to motivate oneself to achieve goals without external help.

8. What is time management and why is it important?

- Time management is the process of planning and using time effectively. It is important because it helps complete tasks on time and reduces stress.

9. What is goal setting?

- Goal setting is the process of deciding what you want to achieve and planning how to achieve it.

10. Write any two tips for effective time management.

- Make a daily timetable
- Do your work on time and don't delay it

11. What is good stress and bad stress?

- **Good Stress:**

Good stress is positive stress that motivates us to do better. It helps improve performance and keeps us active.

Example: Feeling excited before an exam or competition.

- **Bad Stress:**

Bad stress is negative stress that makes us feel worried, tired, or anxious. It affects our health and performance.

Example: Too much pressure from studies or problems.

12. List some factors for internal and external motivations?

Internal Motivation (comes from inside):

- Personal goals
- Interest in work
- Desire to learn
- Self-satisfaction

External Motivation (comes from outside):

- Rewards (money, prizes)
- Praise from others
- Marks or grades
- Competition

13. What is S.M.A.R.T goal setting?

S.M.A.R.T is a method of setting clear and effective goals. It means:

- S – Specific: Goal should be clear and exact
- M – Measurable: You should be able to measure progress
- A – Achievable: Goal should be possible to achieve
- R – Relevant: Goal should be useful and important
- T – Time-bound: Goal should have a time limit

14. Explain time management and its importance.

- Time management means using time wisely and planning your daily activities.

Importance:

- Helps to complete work on time
- Reduces stress
- Improves productivity
- Saves time

- Helps in achieving goals

15. Explain self-awareness and its importance.

- Self-awareness means knowing your own strengths, weaknesses, feelings, and behavior. It helps a person understand themselves better.

Importance:

- Helps in making good decisions
- Improves confidence
- Helps to control emotions
- Improves relationships with others

16. Explain stress and its management techniques.

- Stress is a feeling of pressure, worry, or tension. It can happen due to studies, work, or personal problems. Too much stress can affect our health and performance.

There are many ways to manage stress:

- Meditation and deep breathing help to relax the mind.
- Time management helps in completing work on time and reduces pressure.
- Exercise keeps the body healthy and reduces stress.
- Talking to friends or family helps in sharing problems and feeling better.
- Positive thinking helps to stay calm and confident.

17. What is self-motivation? Explain ways to build it.

- Self-motivation means encouraging yourself to achieve your goals without depending on others. It helps you stay focused and work hard even in difficult situations.

Ways to build self-motivation:

- **Set small and clear goals** so you can achieve them easily
- **Stay positive** and believe in yourself
- **Reward yourself** after completing tasks
- **Learn from failures** and keep trying
- **Stay focused** and avoid distractions