

Unit 2: Self-Management

1. What is self-management?

- A. Managing others
- B. Managing money
- C. Managing one's emotions, behavior, and time**
- D. Managing business

2. Which of the following is a self-management skill?

- A. Cooking
- B. Time management**
- C. Driving
- D. Painting

3. Self-management helps a person to become:

- A. Careless
- B. Dependent
- C. Disciplined**
- D. Lazy

4. Knowing your strengths and weaknesses helps in:

- A. Self-improvement**
- B. Wasting time
- C. Ignoring others
- D. Entertainment

5. Which of the following is an example of a strength?

- A. Laziness
- B. Confidence**
- C. Fear
- D. Anger

6. Which of the following is an example of a weakness?

- A. Honesty
- B. Discipline
- C. Lack of confidence**
- D. Hard work

7. Self-confidence means:

- A. Believing in yourself**
- B. Fighting with others
- C. Being selfish
- D. Being careless

8. Positive thinking helps a person to:

- A. Stay motivated**
- B. Become lazy
- C. Feel weak
- D. Avoid work

9. Which habit improves self-confidence?

- A. Negative thinking
- B. Regular practice**
- C. Avoiding work
- D. Fear of failure

10. Personal hygiene means:

- A. Decorating the house
- B. Keeping the body clean**
- C. Playing games
- D. Reading books

11. Self-grooming means:

- A. Keeping oneself neat and clean**
- B. Cooking food
- C. Playing sports
- D. Driving vehicles

12. Which of the following reflects positive thinking?

- A. "I can try again."**
- B. "I always fail."
- C. "I cannot do anything."
- D. "Everything is impossible."

13. Good self-management leads to:

A. Success

C. Confusion

B. Failure

D. Carelessness

14. Which skill helps in completing work on time?

A. Dancing

C. Singing

B. Time management

D. Drawing

15. Self-esteem is:

A. Respect for oneself

C. Fear of teachers

B. Hatred for others

D. Ignoring responsibilities

16. Which of the following improves self-management?

A. Setting goals

C. Avoiding responsibility

B. Wasting time

D. Negative attitude

Short Questions & Answers

1. What is self-management?

Answer: Self-management is the ability to manage one's emotions, behavior, and time effectively.

2. Why is self-management important?

Answer: Self-management helps a person become disciplined, confident, and successful.

3. Name any two self-management skills.

Answer: Time management and positive thinking.

4. What do you mean by strengths?

Answer: Strengths are the positive qualities or abilities of a person.

5. What are weaknesses?

Answer: Weaknesses are the areas where a person needs improvement.

6. What is self-confidence?

Answer: Self-confidence means believing in one's own abilities.

7. How can self-confidence be improved?

Answer: Self-confidence can be improved through practice and positive thinking.

8. What is positive thinking?

Answer: Positive thinking means having a hopeful and optimistic attitude.

9. What is personal hygiene?

Answer: Personal hygiene means keeping the body clean and healthy.

10. What is self-grooming?

Answer: Self-grooming means maintaining a neat and clean appearance.

11. Give two examples of good hygiene habits.

Answer: Brushing teeth daily and bathing regularly.

Long Questions & Answers

1. What is self-management? Explain its importance.

Answer:

Self-management is the ability to control and manage our emotions, behavior, time, and activities in a proper way. It helps a person stay disciplined, organized, and responsible.

Importance of Self-Management:

- Helps in achieving goals
- Improves confidence and personality
- Reduces stress
- Helps in time management
- Increases productivity and success

2. How can a person build self-confidence and self-esteem?

Answer:

Self-confidence means believing in one's abilities, while self-esteem means respecting oneself.

Ways to Build Self-Confidence and Self-Esteem:

- Think positively
- Set small goals and achieve them
- Learn from mistakes
- Practice regularly
- Improve communication skills
- Wear neat and clean clothes

3. What is positive thinking? Explain its benefits.

Answer:

Positive thinking means having a hopeful and optimistic attitude in every situation. It helps a person stay calm and motivated.

Benefits of Positive Thinking:

- Increases confidence
- Reduces stress and fear
- Improves mental health
- Helps in solving problems
- Motivates a person to work hard
- Creates better relationships

4. Explain personal hygiene and its importance.

Answer:

Personal hygiene means keeping our body clean and healthy. Good hygiene protects us from diseases and infections.

Good Hygiene Habits:

- Bathing daily

- Brushing teeth twice a day
- Washing hands before meals
- Wearing clean clothes
- Keeping nails trimmed

Importance of Personal Hygiene:

- Prevents diseases
- Keeps the body fresh and clean
- Improves personality
- Increases confidence
- Maintains good health

5. What is self-grooming? Why is it important?

Answer:

Self-grooming means maintaining a neat, clean, and attractive appearance. It includes proper dressing, clean hair, trimmed nails, and good manners.

Importance of Self-Grooming:

- Creates a good first impression
- Improves confidence
- Makes a person look smart and professional
- Shows discipline and cleanliness
- Helps in social and professional life