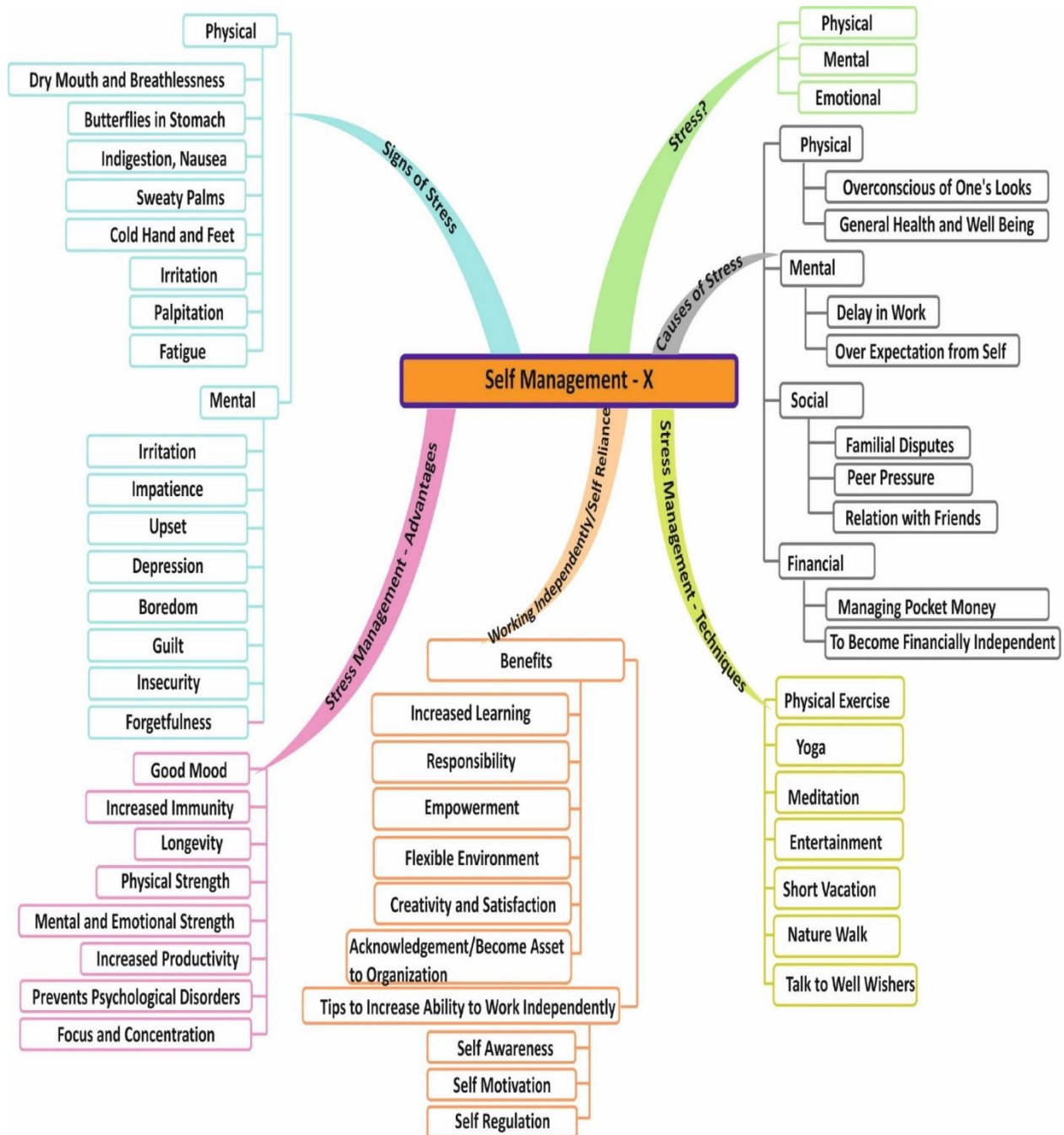


(PART A) CHAPTER-02

SELF-MANAGEMENT SKILLS

Memory Map:



## Session 1: Introduction to Self-management

### Introduction:

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

### Benefits of Self-Management skills

- It helps to develop good habits
- Also helps in overcoming bad habits
- Gives motivation to achieve goals in life
- Helps in overcoming in difficult situations

### How to manage yourself?

### Self-Management Skills includes:

- Self-awareness- Know about yourself
- Self-control- Ability to control your behaviour
- Self-confidence- Be confident you can achieve anything
- Problem-solving- Try to find the solution to problems in your life
- Self-motivation- Keep your self-motivation high
- Personal Hygiene- Keep yourself clean, smart and healthy
- Positive Thinking- Think Everything will be fine
- Team Work- Support your team members in the work
- Time Management- Complete task on time
- Goal Setting- Make a goal. what do you want to achieve?

## Session 2: Strength and Weakness Analysis

Strength and weakness are two main things once you learn about it in your life then life becomes easy. Try to find out what are you good at and what is your weakness. this session will help you to understand all these concepts.

### Knowing Yourself

It means knowing about yourself truly. There are many things hidden by yourself in front of others and only you can know about yourself. This will help you to live a happy life. Try to find out who you are, your likes-dislikes and many other things.

### Strength and weakness analysis

Strength: The fields in which you are good.

Weakness: The areas in which you are not good and needs improvement.

## How to identify strengths?

- Check what you can do very well
- Think of things in which your performance is always good
- Try to find out in what works you are appreciated

## Identifying weaknesses

- Find out the areas in which you are not good and having difficulties doing that task
- Analyse the feedback you receive from others
- Accept your weakness and try to improve

## Difference between interests and abilities

Most of the times it is mixed that interest and ability both are same. Interest is something different.

### Interest:

- Things which you like to do in your free times and which makes you feel happy
- These are the things which you do even no one asked you to do it
- The things which you want to learn in future

### Ability: *Changing your Tomorrow*

- It is a natural capacity or acquired capacity that forces a person to do a particular thing.
- We see that sometimes interest and ability match and sometimes not.
- For example- You like to play football but you don't have the skill or the required strength to play it

## Session 3: Self-confidence

### Self Confidence

Self-confidence is a sense of trusting in ourselves, trusting in our own ability and strengths. If a person lacks self-confidence, he cannot achieve his goals. self-confidence is very necessary to achieve your target. It motivates you to do things in a good manner. It is a quality of believing in our strength and have feelings that we can do anything.

## Qualities of self-confident people

- Self believes: They believe that they can do anything
- Hard Work: They are hard-working people
- Positive Attitude: They have a positive attitude towards a situation
- Commitment: What to achieve in life is clear in them

## How to Build Self Confidence?

Step 1: First of all, appreciate your achievements. What you get in your life enjoy it and accept the failure. Don't be demotivated by your failure

Step 2: Make sure you make a goal and start your preparation for that. take necessary steps to achieve the goal

Step 3: Try to look at the good side. All things have good and bad side try to see the good part in it and be happy.

## Some factors which decrease self-confidence

- Negative thinking that I cannot do that thing
- When you only think about that mistake made in past and don't learn from the mistakes
- Sometimes we think that success comes in the first attempt and never try again
- Be in a negative environment where people demotivate you and make you feel that you cannot do it

## Session 4: Positive Thinking

### Positive thinking and its importance

A person's attitude is very important to complete any task. A person can have a 'positive' or 'negative' attitude in various circumstances. A positive attitude leads to giving good result. Positive thinking people look at good things and tries to improve them whereas negative thinking people see negative aspects of it and only worries about it without trying to improve it.

### Positive thinking leads to good results like

- It helps to overcome challenges
- Gives you the energy to do well
- It helps to get better results at work
- Creates a happy environment around you

### How to keep your thinking positive?

- Start your day in a positive way by prayer to god or by doing something which makes you happy
- Manage some time to relax yourself
- Try to find good things even if you are in a bad situation
- Take feedback in a positive way
- Be thankful for good things that you have

## Session 5: Personal Hygiene

Personal Hygiene is the thing that should not be ignored. It is a habit to keep yourself clean. it helps to maintain good health. You should keep your body clean to avoid health issues.

### Why personal Hygiene is Important?

- It helps you to be healthy
- Represents a good image of yourself
- It also avoids the feeling ashamed due to bad body smelling etc

### Three steps to personal hygiene

- Care: Take care of your body. Cut your nails in every week
- Wash: Wash your hands frequently and take bath daily
- Avoid: Avoid dirty clothes

## Session 6: Grooming

The dressing is the thing which all of us do. Wearing a neat and clean dress gives us confidence. The way a person dress and groom give a message about his confidence and smartness.

### Why dressing and grooming are important?

- First of all, you look smart
- Feel confident about yourself
- It makes a good impression of yourself among others

### Guidelines for dressing and grooming

- Clothes: Your clothes should be neat and clean. Shoes should be polished
- Hair: Hair should be washed regularly and keep a simple style
- Face: Teeth should be clean. If you have a moustache and beards keep a style that suits on your face

## Question And Answer

Q1. What do you understand by the term self-management?

Ans. Self-management means being to manage the daily tasks to live well with one or more chronic conditions. It means having the skills and confidence to take charge of your medical needs, your everyday roles and responsibilities, and your emotions.

Q2. List ant five self-management skills.

1. Stress management
2. Time management
3. Organizing skills
4. Problem solving
5. Decision making skill

Q3. Which of the following is a quality of a self - confident person?

- a. Patient
- b. Compassionate
- c. Committed
- d. Passionate

Ans. A. Patient

Q4. Write difference between interests and ability?

Ans. Interests: The feeling of wanting to know or learn about something or someone.

Ability: Possession of the means or skill to do something.

Q5. What are the three broad areas influenced by self-management?

Ans. Positivity, Self - Awareness and Stress Management are three broad areas influenced by self-management.

Q6. Mention the areas a person should work on for sharpening his self-confidence?

Ans. The areas a person should work on for sharpening his self-confidence are:

1. Locus of control
2. Self - efficacy
3. Self - esteem
4. Self-monitoring and
5. Positive thinking

Q7. Explain various factors building self - confidence of a person?

Ans. Factors building self-confidence of a person are:

1. Body Image: The beginning of puberty can deliver a blow to a teenager's self - esteem.

2. Social Experiences: A teenager's home and school life will both affect in self-esteem.
3. Performance
4. His own voice

Q8. What are the factors that helps in building self-confidence?

1. Ans. 1. Positive thinking
2. Practice
3. Training
4. Knowledge and
5. Talking to other people are useful way to improve or boost your self confidence level.

Q9. What is rational ability?

Ans. Rational thinking is the ability to consider the relevant variables of a situation and to access, organizers, and analyse relevant information (e.g., facts, opinions, judgement and data) to arrive at a sound conclusion.

Q10. Self-management skills muster your vanity? (True / False)

Ans. True

## Session 1 Introduction to Self-management

### A: Multiple choice questions

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

1. Which of the following is not a self-management skill?
  - a) Problem solving
  - b) Bargaining
  - c) Understanding self
  - d) Confidence building
2. Grooming is a term associated with
  - a) time management
  - b) problem solving
  - c) neat and clean appearance
  - d) self-management

**ANSWER: -**

**1. (b) 2. (c)**

### B. Short answer questions

- 1) What is Self-management?

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

It also means managing yourself with the people and resources around you. It aims at conducting oneself for the greater good of the individual, family and the society.

**2) Write a short note on the factors influencing self-management.**

Answer: - Different factor that influencing self-management are: -

**1. Self Confidence**

It 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.

**2. Stress Management**

It refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations.

**3. Independent Working**

This typically means is 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).

**4. Team Player**

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.

**5. Time Management**

It is conscious effort to prioritize task according to the time at hand to increase productivity, efficiency and effectiveness.

**6. Self-Motivation**

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.

**7. Personality management**

General neatness, grooming, appropriate dressing, apt verbal and non-verbal communication are components of good personality

**3) List any 05 self-management skills.**

Answer: - List Self-management skills are: -

- Self-awareness
- Self-control
- Self-confidence
- Problem solving
- Self-motivation
- Personal hygiene and grooming
- Positive thinking
- Team work
- Time management
- Goal setting

## Session 2 Self-awareness — Strength and Weakness Analysis

**A: Short answer question: -**



**1. Why we need know our self?**

Answer: - It is important to know who you are, because only then can you measure your strengths and weaknesses.

**2. What is strength and weakness?**

Answer: - **Strengths** are what we do well and are good at. Everyone has some strengths.

**Weaknesses**, also known as 'areas of improvement' are what we do not do well and are not good at. Everyone has some weaknesses too.

**3. How to identify the strength and weakness?**

Answer: - **Identifying strengths**

- Take time off to think about what you do well
- Think of anything that you are always good at
- Think about what others appreciate about you

**Identifying weaknesses**

- Point out the areas where you struggle and what you find difficult to do.
- Look at the feedback you receive from others.
- Be open to feedback and accept your weaknesses without feeling small about it. Look at it as an area of improvement.

**4. Write the Difference between interests and abilities.**

Answer: - **Difference between interests and abilities:** -

**Interests** are the things that we enjoy doing.

**Ability**, on the other hand, is an acquired or natural capacity that enables an individual to perform a particular job or task with considerable proficiency.

**Session 3 SELF-CONFIDENCE****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 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
2. Which of the following is a quality of a self-confident person?
  - i. Patient
  - ii. Compassionate
  - iii. Committed
  - iv. Passionate

**ANSWER: -**

**1. (b) 2. (a & c)**

**B: Short answer question**

**1. What are the factors that affect self-confidence?**

Answer: - Factors that affect self-confidence: -

**Social**

Interactions with family and social environment, like friends, relatives, teachers and media influences self-confidence of individuals. Development of confidence on self is a process which results from the experiences of individuals while interacting with others.

**Cultural**

Cultural factors comprise of values, beliefs and customs. Indians give higher importance to family values, believe in the philosophy of “Vasudhev Kutumbhkam” and follow custom of celebrating Diwali. Conforming to cultural values, beliefs and customs enhances self-confidence.

**Physical**

Physical self-efficacy, physical activity and social physique anxiety are found to be influencing self-confidence of individuals. Physical activity is found to be directly related to self-confidence. Physical self-efficacy refers to physical potential to complete a given task. Social physique anxiety is a concern amongst individuals about perceived evaluation of one’s physical self by the society.

**2. Write the Self-confidence building tips?**

Or

**Write the Qualities of self-confident people.**

Answer- **Self-confidence building tips: -**

- Getting rid of negative thoughts
- Thinking positively
- Staying happy with small things
- Staying clean, hygienic and smart
- Chatting with positive people

## Session 4 POSITIVE THINKING

### A: Multiple choice questions

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

1. 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.
2. 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.
3. 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: -**

1. (c) 2. (d) 3. (a)

### **A: Short answer question**

1. What is Positive thinking? Write its importance.

**Answer: -** A person's attitude can be considered either „positive“ or „negative“. Positive thinking requires a person to look at the good in things, observe, understand and patiently work towards improving them rather than worrying and/or looking for the bad in things.

Importance of Positive thinking are: -

- overcoming challenges,
- making you do well or making you an energetic individual,
- helping you get better at work, and
- making you and people around you happy

2. How to keep your thinking positive?

**Answer: -** There are few simple steps to cultivate a positive attitude in life. Let us understand this with the help of the abbreviation „SMILE“.

- S for - Start your day in a positive way
- M for - Manage time to relax
- I for - Amaze the best in any situation.
- L for - Learn to take feedback in the positive way.
- E for - Express Gratitude

## **Session 5 PERSONAL HYGIENE**

### **A: Multiple choice questions**

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

1. 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
2. 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: -

1. (A) 2. (d) 3. (a)

### B: Short answer question: -

#### 2. What is Personal Hygiene?

Answer: -It is the habit or practice of keeping ourselves clean. Cleanliness helps us to maintain our health and well-being. Being healthy allows you to be regular at school, college or work.

#### 3. Why Personal hygiene is important?

Answer: - Personal hygiene is important because, it helps us

- stay healthy.
- create a good image of ourselves.
- avoid feeling ashamed in public due to our bad breath, body odour, etc.

#### 4. Write three steps to personal hygiene?

Answer: - **Three steps to personal hygiene: -**

1. Care
2. Wash
3. Avoid

## Session 6 GROOMING

### A: Multiple choice questions

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

1. Dressing and grooming are important because they help us to look \_\_\_\_\_ .
  - (a) smart
  - (b) untidy
  - (c) shabby
  - (d) All of the above
2. The following image is an example of \_\_\_\_\_ shirt.
  - (a) informal
  - (b) formal
  - (c) Both of the above



(d) None of the above

3. The following image is an example of \_\_\_\_\_ T-shirt.

- (a) informal
- (b) formal
- (c) Both of the above



(d) None of the above

**ANSWER: -**

1. (d) 2. (b) 3. (a)

**B: Short answer question: -**

5. **What is Personal Hygiene?**

Answer: -It is the habit or practice of keeping ourselves clean. Cleanliness helps us to maintain our health and well-being. Being healthy allows you to be regular at school, college or work.

6. **Why Personal hygiene is important?**

Answer: - Personal hygiene is important because, it helps us

- stay healthy.
- create a good image of ourselves.
- avoid feeling ashamed in public due to our bad breath, body odour, etc.

7. **Write three steps to personal hygiene?**

Answer: - **Three steps to personal hygiene: -**

- 4. Care
- 5. Wash
- 6. Avoid