

Chapter- 2**SELF-MANAGEMENT SKILLS****Session 1 Introduction to Self-management****A: Multiple choice questions (1 mark)**

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

B. Short answer questions (2, 3 and 4 marks)

- 1) What is Self-management?
- 2) Write a short note on the factors influencing self-management.
- 3) List any 05 self-management skills.

Session 2 Self-awareness — Strength and Weakness Analysis**A: Short answer questions (2, 3 and 4 marks)**

1. Why we need know our self?
2. What is strength and weakness?
3. How to identify the strength and weakness?
4. Write the Difference between interests and abilities.

Session 3 SELF-CONFIDENCE**A: Multiple choice questions (1 mark)**

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

B: Short answer question (2, 3 and 4 marks)

1. What are the factors that affect self-confidence?
2. Write the Self-confidence building tips?
Or
Write the Qualities of self-confident people.

Session 4 POSITIVE THINKING**A: Multiple choice questions (1 mark)**

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. '

B: Short answer question (2, 3 and 4 marks)

1. What is Positive thinking? Write its importance.
2. How to keep your thinking positive?

Session 5 PERSONAL HYGIENE**A: Multiple choice questions (1 mark)**

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?
- She can leave the oil in her hair, after all it helps her hair to grow.
 - She can leave it on at night and wash her hair every day before leaving home.
 - She should not apply the oil at all.
 - She can apply the oil and pour a little water on her hair before leaving home to reduce the smell.

B: Short answer question (2, 3 and 4 marks)

- What is Personal Hygiene?
- Why Personal hygiene is important?
- Write three steps to personal hygiene?

Session 6 GROOMING

A: Multiple choice questions (1 mark)

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 _____.

- smart
- untidy
- shabby
- All of the above

2. The following image is an example of _____ shirt.

- informal
- formal
- Both of the above



- None of the above

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

- informal
- formal
- Both of the above



- None of the above

B: Short answer question (2, 3 and 4 marks)

- What is Personal Hygiene?
- Why Personal hygiene is important?
- Write three steps to personal hygiene?

Some Extra Questions

A: Multiple Choice Questions. (1mark)

Q1. Which of the following is a self-management skill?

- Rational ability
- Personal quality
- Both (a) & (b)

Q2. Which of the following shows your ability to participate as a member of a team?

- Interpersonal skill
- Communication skill
- None of these

B: Answer the following in True or False. (1mark)

- Self-management skills muster your vanity.
- Your intellectual (or cognitive) skills are determined by your EQ.
- Your interpersonal (or non-cognitive) skills are determined by your IQ.

A: Multiple Choice Questions. (1mark)

Q1. _____ is the extent to which you base your behaviour on cues from other people and situations.

- Self-monitoring
- Self-esteem
- Both (a) and (b)

Q2. General feeling of self-worth is known as:

- Self-confidence
- Self-esteem
- None of these

B: Answer the following in True or False. (1mark)

- Rational abilities include your ability to understand a problem and then to find a way to effectively solve it.
- Taking initiatives reflects your positive personal qualities.

A: Multiple Choice Questions. (1mark)

Q1. Self-management skills do not involve

- Manage emotions
- Manage inanimate objects
- Manage situations

Q2. Three broad areas influenced by self-management do not include

- Rational abilities
- Personal qualities
- Communication skills

Q3. _____ refers to a belief about your own ability to deal with events and challenges

- Self-confidence
- Self-efficacy
- Self-monitoring

Q4. Improving your self-management skills:

- Builds your confidence
- Helps in making friends
- None of these

B: Short answer question (2, 3 and 4 marks)

Q1. Define self-management

Q2. What are the three broad areas influenced by self-management?

Q3. Mention the areas a person should work on for sharpening his self-confidence.

