

# WORK SHEET

## Self-Management Skills Class 10

### MCQ (1 Mark)

1. \_\_\_\_\_ refers to as 'self-control' means that the ability to control one's emotions, thoughts, and behaviour effectively in different situations.
2. Which of the following is one of the self-management skills?
  - a) Motivating Oneself
  - b) Setting Goals
  - c) Work Independently
  - d) All of the above
3. Asking about honest feedback, gathering personality traits, think about daily interactions are related to which of the following skills?
  - a) Responsibility
  - b) Adaptability
  - c) Time management
  - d) Self-awareness
4. If an employer has assigned a task to an employee with a specific timeline. But due to a few reasons, the employee couldn't complete his work. The employee must
  - a) Ignore to report
  - b) Must report it
  - c) Remains absent for that day
  - d) Ask for additional time without a report
5. When an individual is prioritising the work, it is considered as \_\_\_\_\_.
6. Staying with the current situation with new updated information and preparing yourself for new challenges is called \_\_\_\_\_.
  - a. Responsibility
  - b. Adaptability
  - c. Time management
  - d. Self-awareness
7. \_\_\_\_\_ can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats.
8. Stress can be impacted positively also in our life. (True/False)
9. Which of the following is the most effective technique of stress management?
  - a. Healthy Diet
  - b. Exercises and Yoga

- c. Positivity  
d. Time Management
10. Which of the following technique help you to become more active physically?
- a. Exercises and Yoga  
b. Sleep  
c. Healthy Diet  
d. Sleep
11. Which of the following technique provide you with the strength to do your daily work efficiently?
- a. Healthy Diet  
b. Sleep  
c. Holiday with family or friends  
d. Completing work on time
12. Which of the following help to recharge your brain and your body to function better?
- a. Healthy Diet  
b. Sleep  
c. Holiday with family or friends  
d. Completing work on time
13. Which of the following refresh your routine?
- a. Healthy Diet  
b. Sleep  
c. Holiday with family or friends  
d. Completing work on time
14. Becoming self-aware, self-monitoring, and self-correcting, knowing what you do, taking initiative rather than being told, recognising own mistakes, not blaming others, and ability to learn continuously referred to as \_\_\_\_\_.
- a. Self-Dependent  
b. Ego  
c. Self-Controlled  
d. Emotional Intelligence
15. The ability to understand and identify their own emotions and other emotions as well is known as emotional intelligence. (True/False)
16. The ability to identify and name our emotions is called \_\_\_\_\_
- a. Emotional Awareness  
b. Harnessing Emotions  
c. Managing Emotions  
d. All of the
17. The ability to apply emotions to tasks like thinking and problem solving referred to as harnessing emotions. (True/False)

18. Managing emotions refers to the ability to regulate our own emotions when necessary and help others to do the same. (True/False)
19. Being emotionally intelligent enhances your chances of failure and an imbalanced life. (True/False)
20. Which of the following technique help you to keep calm?
- Meditation and Yoga
  - Watching TV and Web Series
  - Playing mobile games
  - All of these

## Session wise 1- and 2-Marks Questions

### Session 1 Stress Management

#### A:Subjective questions

- Q1. Define self-Management.
- Q2. Describe stress and stress management in your own words.
- Q3. Identify the steps for managing stress.
- Q4. Define emotional intelligence.

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

#### A:Subjective questions

- Q5. Define Self Awareness.
- Q6. Difference between Interests and Abilities (Strengths)

### Session 3 Self-motivation

#### 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 makes you complete work or studies without others cheering you?
- Self-confidence
  - Communication
  - Self-motivation
  - Self-esteem
2. Which of the following are types of motivation?
- Internal
  - Intermediate
  - External
  - Extensive

3. Ravi works hard to get the best student award at the end of year. What type of motivation is this?
- A: Internal  
B: External  
C: Both internal and external  
D: Not any specific type of motivation

**B: Subjective questions**

- Q7. Explain the meaning of self-motivation.  
Q8. Identify types of motivation.  
Q9. List the qualities of self-motivated people.  
Q10. List the steps to build self-motivation.

**Session 4 Self-regulation — Goal Setting****A: Subjective questions**

- Q11. What is Goal Setting?  
Q12. In SMART goals, what does 'S' stand for? Explain.  
Q13. What is the best way to work on long-term goals?  
Q14. Identify the benefits of 'Goal Setting.'

**Session 5 Self-regulation — Time Management****A: Subjective questions**

- Q15. What is time management and how can you manage your time?  
Q16. How can tracking your time help you?  
Q17. Four Steps for Effective Time Management.  
Q18. List the steps for managing time effectively.