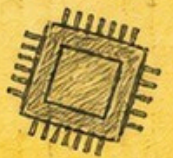


INFORMATION TECHNOLOGY & ARTIFICIAL INTELLIGENCE

— Empowering Minds with Technology —



PART-A

Self-Management Skills-I

HIGHLIGHT BY @CNDYAGL



Topics covered:

- **Self-Management**
- **Self-Confidence**
- **Stress Management**
- **Self-Motivation**
- **Goal Setting, strengths and weaknesses, positive thinking,**
- **Personal Responsibility**



Section A - Multiple Choice Questions

1. Self-management means:
 - A. Managing only others
 - B. Managing one's thoughts, emotions and actions
 - C. Avoiding responsibility
 - D. Depending on others
2. Which quality helps a person believe in their abilities?
 - A. Self-confidence
 - B. Fear
 - C. Carelessness
 - D. Negativity
3. A useful first step in managing stress is to:
 - A. Ignore it
 - B. Identify its cause
 - C. Blame others
 - D. Stop all activities
4. Self-motivation means:
 - A. Waiting for others to push you
 - B. Encouraging yourself to achieve goals
 - C. Avoiding goals
 - D. Comparing yourself constantly
5. A goal should preferably be:
 - A. Unclear
 - B. Unrealistic
 - C. Specific and achievable
 - D. Impossible

6. Knowing what you do well is identifying your:
 - A. Weaknesses
 - B. Strengths
 - C. Barriers
 - D. Fears
7. Positive thinking generally helps a person to:
 - A. Focus only on failure
 - B. Look for constructive solutions
 - C. Avoid learning
 - D. Give up easily
8. Taking responsibility means:
 - A. Blaming others
 - B. Accepting ownership of actions
 - C. Avoiding decisions
 - D. Hiding mistakes
9. Which is a healthy way to manage stress?
 - A. Regular exercise
 - B. Skipping sleep
 - C. Ignoring emotions
 - D. Overworking continuously
10. A person who reviews progress toward a goal is practicing:
 - A. Self-monitoring
 - B. Guessing
 - C. Avoidance
 - D. Neglect

Section B – Very Short Answer Questions

1. What is self-management?
2. Define self-confidence.
3. What is stress?
4. What is self-motivation?
5. What is a goal?
6. What is a strength?
7. What is a weakness?
8. What is positive thinking?
9. Why is self-monitoring useful?
10. What does personal responsibility mean?

Section C – Short Answer Questions

1. Explain any three benefits of self-management.
2. Differentiate between self-confidence and overconfidence.
3. Suggest four healthy ways to manage stress.
4. How does goal setting help students improve performance?
5. How can a person identify and improve their weaknesses?

Section D – Long Answer Questions

1. Explain the importance of self-management in academic and professional life.
2. Discuss stress, its common causes and practical ways to manage it.
3. Explain how self-confidence and positive thinking can improve performance.
4. Describe a step-by-step approach for setting and achieving a personal goal.
5. Explain how recognising strengths and weaknesses helps in personal development.

Section E – Case-Based Questions

1. Arjun has three tests in one week and feels overwhelmed. He makes a timetable, divides tasks into smaller parts and takes short breaks. Identify the self-management strategies used.
2. Meera fails a quiz but says, 'I can learn from this and improve next time.' Identify the positive self-management behaviour.
3. Rohan is good at presentations but struggles with time management. Suggest a plan using his strength to improve his weakness.
4. A student sets a goal of improving mathematics but writes only 'I will become better.' Explain how the goal can be made more specific and achievable.
5. Before a competition, a student feels nervous and starts thinking that everyone is better than them. Suggest ways to build self-confidence.



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ALL THE BEST

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