

## UNIT 2: Self-Management Skills-I

### Assignment Solutions

#### Multiple-Choice Questions (MCQs)

1. .... helps an individual to avoid stress and manage time.  
 a. Stress management    b. Bargaining  
 c. Negative thoughts    d. Self-management

Ans. d

2. .... refers to the physical health, personality and appearance that help you look more confident.  
 a. Stress management    b. Bargaining  
 c. Cultural factor    d. Physical factor

Ans. d

3. Cultural factor helps individuals build up their self-confidence level, self-image, and self-respect.  
 a. True  
 b. False

Ans. a

4. .... is an activity that changes with any change brought about in any objective of an individual.  
 a. Social factor    b. Organizing skill  
 c. Cultural factor    d. Time management

Ans. b

5. .... is a positive attitude in which an individual hopes for appropriate and beneficial results.  
 a. Social factor    b. Organizing skill  
 c. Positive thinking    d. Negative thoughts

Ans. c

#### Very Short Answer Questions

1. What is decision making?

Ans. Decision making is a process of making decisions between two or more things and actions.

2. What is time management?

Ans. Time management is a process of planning and scheduling time among different tasks to maximize the productivity of an individual.

3. What are social experiences?

Ans. Social experiences involve interactions among individuals to coordinate activities for the accomplishment of individual goals and objectives.

4. What is negative thinking?

Ans. Negative thinking is a mental process in which we think negative about everything.

#### Short Answer Questions-I

1. What do you understand by self-management?

Ans. Self-management can be defined as the application of skills and strategies that help an individual throughout his/her life to achieve goals and objectives and become more productive.

2. How can an individual get rid of negative thoughts?

Ans. We can get rid of negative thoughts in the following ways:  
 a. By staying happy with small things  
 b. By chatting with positive people

3. Differentiate between time management and stress management.

Ans. Stress management is defined as one's ability to control and manage a different and hard situation whereas time management is defined as a process of planning and scheduling time among different tasks to maximize the productivity of an individual.

4. What do you mean by the physical factor in self-confidence?

Ans. Physical factor refers to the physical health, personality and appearance that helps an individual to look more confident.

5. List the factors that help in building up the self-confidence.

Ans. The following are the factors that help in building self-confidence:  
 a. Social factor  
 b. Cultural factor  
 c. Physical factor

#### Short Answer Questions-II

1. What do you mean by self-confidence?

Ans. Self-confidence can be defined as a belief in one's personal abilities, potentials and strengths. It means someone is self-assured about his/her skills and capabilities to achieve goals and objectives. Self-confident people are generally assured of themselves and their abilities take risks and challenges and do not hesitate to try new things and think about their future positivity.

2. Write the significance of staying clean, hygienic and smart in building up self-confidence.

Ans. Staying clean, hygienic and smart improve self-confidence since it improves your personal appearance. Simple things like wearing clean clothes, shaving and bathing along with practicing good hygiene regularly boosts one's self-confidence. It also improves one's perception about him/her over time.

3. Differentiate between social factor and cultural factor in self-confidence.

Ans. Social factor is a feeling of affection, acceptance, belongingness and friendship in the society and family. Cultural factor leads an individual to build his/her confidence level, self-esteem and self-image. Social factor also comprises social experiences which involve interaction among individuals to coordinate activities for the accomplishment of individual goals and objectives.

4. Write positive results of self-management.

Ans. The following are the positive results of self-management:

- **Positivity:** People with positive attitude take every problem of their personal and professional lives positively and try to find out the solution with enthusiasm and confidence.
- **Self-awareness:** It is the individual's ability to recognize and understand his/her strengths and weaknesses in order to enhance the credibility and leadership quality.
- **Stress management:** It is an individual's ability to control and manage any difficult and hard situation.
- **Responsible attitude:** It is associated with showing acceptable behavior in personal and professional lives as well in the society.

5. What do you understand by physical awareness in self-management?

Ans. Physical awareness helps an individual to increase his level of physical activity to improve his physical health, to make him more productive and to boost the power of the body and mind. It boosts the individual's level of self-confidence physically. This is so because it works on the connection between mental as well as physical health of an individual. It helps them try challenging and difficult situations by developing conscious physical awareness.

### Long Answer Questions

1. What is self-confidence? Discuss some tips to build self-confidence.

Ans. Self-confidence can be defined as a belief in one's personal abilities, potentials and strengths. An individual with self-confidence attains personal and professional goals easily. Let us discuss some tips on how to build self-confidence:

- **Remove negative thinking:** In order to convert negative thoughts into positive ones, we have to believe in ourselves and need to come up with the possibilities of overcoming negative thoughts.
- **Positive thinking:** Positive thinking helps to enhance your self-confidence because low self-confidence constantly brings you down and fills your mind with negative thoughts.
- **Staying happy with small things:** Several small things can make you feel more confident, such as smiling, meditating, reading and going out.
- **Staying clean, hygienic and smart:** Self-confidence can be improved by enhancing your personal appearance through simple steps like wearing clean clothes, shaving and bathing, and practicing good hygiene regularly.
- **Chatting with positive people:** Chatting with positive people gives you an ability to regulate feelings and sentiments, boost confidence, eliminate negative thoughts, and stay positive.

2. Explain self-management and its skills in detail.

Ans. Self-management skills are those skills that help an individual become more productive in his personal as well as professional lives. The following are some self-management skills:

- **Stress management:** It is an individual's ability to control and manage any difficult and hard situation.
- **Time management:** It is a process of planning and scheduling time among different tasks in order to maximize the productivity of an individual.
- **Decision-making:** It is a process of making decisions between two or more things and actions.
- **Organizing skills:** It is the combination of planning, prioritizing, motivating and time management skills. It helps an individual to develop a time table, arrange tasks, improve efficiency and set priorities.
- **Physical awareness:** It helps an individual to increase his level of physical activity in order to improve his physical health, to make him more productive and to boost the power of the body and mind.