

## Unit 2: Self-Management Skills – II

## Assignment Solutions

## Multiple-Choice Questions (MCQs)

1. What kind of outcomes are expected from intrinsic motivation?
  - a. A reward in terms of money
  - b. A reward in terms of promotion in job
  - c. Enjoying the task one is doing
  - d. A reward of good grades in exam

Ans. c

2. Which of the following can be seen in a self-motivated person?
  - a. Doing something without the influence of others
  - b. Do not need someone to encourage them
  - c. Take problems as challenges
  - d. All of these

Ans. d

3. In the \_\_\_\_ emotion, a person wants to insult or criticize someone.
  - a. Approach
  - b. Avoid
  - c. Attack
  - d. None of these

Ans. c

4. The kind of awareness that comes into being when people are the centre of attention, such as giving a presentation or speech, is known as:
  - a. Private Self-awareness
  - b. Public Self-awareness
  - c. Self-regulation
  - d. Self-analysis

Ans. b

5. Which of the following statements correctly defines emotional intelligence?
  - a. The ability to recognize, regulate, and evaluate one's own and others' emotions
  - b. The ability to complete all tasks within a given time frame
  - c. The process of examining one's strengths and weaknesses

- d. The ability to set personal and professional goals

Ans. a

## Very Short Answer Questions

1. What is the ability to recognize and understand one's strengths and weaknesses called?

Ans. Self-awareness

2. Name the ability to watch and manage our emotions, thoughts, and behaviour.

Ans. Self-regulation

3. What is the process of examining one's own thoughts and feelings known as?

Ans. Introspection

4. What is the process of organizing and planning time effectively to complete tasks called?

Ans. Time management

5. What is the ability of doing things without the influence of others called?

Ans. Self-motivation

## Short Answer Questions-I

1. What do you mean by meditation?

Ans. Meditation is a stress-reducing technique in which a person sits peacefully and tries to clear the mind of unnecessary thoughts to relax and reduce stress.

2. Riya often reflects on her strengths and weaknesses before taking new challenges. Which self-management skill is she using, and how does it help?

Ans. She is using self-analysis, which helps her understand her abilities, identify areas for improvement, and make better decisions for personal growth.

3. What do you mean by self-regulation?

Ans. Self-regulation is the ability to control and manage one's emotions, thoughts, and behaviour to respond calmly and positively in different situations.

4. Aarav sets clear goals for his studies and works regularly without reminders. Which skill is he demonstrating and why is it important?

Ans. He is demonstrating self-motivation, which is important because it keeps him focused, disciplined, and committed to achieving his goals.

5. What do you mean by self-analysis (knowing yourself)?

Ans. Self-analysis is the process of understanding one's strengths, weaknesses, desires, fears, and personality traits to improve oneself.

### Short Answer Questions-II

1. Define self-motivation in your own words.

Ans. Self-motivation means encouraging yourself to complete tasks without needing pressure or reminders from others.

2. What is the difference between private self-awareness and public self-awareness?

Ans. The differences are:

- Private self-awareness: Being aware of personal thoughts and inner feelings.
- Public self-awareness: Being aware of oneself when others are watching or judging, such as during presentations.

3. Riya feels nervous before a presentation but practices daily to improve. Which skill is she applying and how does it help?

Ans. She is using self-motivation, which helps her overcome fear, build confidence, and improve her performance.

4. Aarav loses focus while studying, so he sets smaller daily goals. Which skill is he demonstrating and why is it important?

Ans. He is showing time management, which is important because it helps him stay organised, reduce stress, and complete work on time.

5. What are the two main types of stress experienced by individuals?

Ans. The two main types of stress experienced by individuals are:

- Good stress (Eustress)
- Bad stress (Distress)

### Long Answer Questions

1. Explain stress management in detail. Describe any five techniques that help an individual cope with stress.

Ans. Stress management refers to the process of identifying sources of stress and applying techniques to reduce its negative effects on the mind and body. Stress occurs when there is a gap between demands and one's ability to cope. It can affect a person physically, mentally, and emotionally. Effective stress management helps individuals remain calm, focused, and productive even during difficult situations.

Five techniques of stress management are:

- Deep breathing: Deep breathing increases oxygen flow to the brain, relaxes muscles, and slows down the heart rate. It immediately reduces anxiety and helps the body regain balance.
- Meditation: Meditation helps calm the mind by eliminating unnecessary thoughts. Sitting quietly and focusing on breathing or positive thoughts reduces mental tension and promotes emotional stability.
- Muscle relaxation: This method involves tensing and relaxing different muscle groups. It reduces the physical strain caused by stress and improves overall body relaxation.
- Nature walks: Spending time in nature and walking outdoors releases endorphins, which are natural mood boosters. It improves mental clarity and lowers anxiety levels.
- Yoga or Exercise: Physical movement helps release stress hormones, increases stamina, and promotes a sense of well-being. Yoga also improves flexibility and mental discipline.
- These techniques help individuals gain control over their reactions, prevent burnout, and improve their quality of life.

2. What is self-awareness? Explain its importance and describe the two major types of self-awareness.

Ans. Self-awareness is the ability to understand one's thoughts, emotions, strengths, weaknesses, values, and behaviour. It involves honestly recognising who you are and how you respond to different situations. Self-awareness is essential for emotional intelligence because it helps individuals to understand their impact on others.

Importance of self-awareness are:

- It helps individuals make better decisions.
- It improves personal growth and self-improvement.
- It promotes confidence and emotional stability.
- It helps in identifying strengths and weaknesses.
- It improves communication and relationships with others.

Types of Self-awareness are:

- Public self-awareness: This occurs when a person is aware that others are observing them. Examples include giving a presentation or speaking on stage. People become conscious of their appearance, behaviour, and performance. It encourages individuals to behave in socially acceptable ways.
- Private self-awareness: This occurs when a person reflects internally on their own thoughts, feelings, and behaviours. Examples include thinking alone, introspection, or observing one's reflection in the mirror. It helps individuals understand their emotions and improve their inner personality.

Both types of self-awareness are essential for becoming emotionally intelligent, confident, and successful.

3. Explain the concept of self-motivation. Describe how self-motivation influences personal and professional development.

Ans. Self-motivation is the internal drive that inspires individuals to take action without needing encouragement from others. Self-motivated people set their own goals, take initiative, and keep working despite challenges.

Self-motivation plays an important role in personal and professional development in the following ways:

- **Helps set realistic goals:** Self-motivated individuals identify their goals clearly and work steadily toward achieving them.
- **Encourages continuous learning:** Self-motivated people seek new knowledge and skill development. This helps them remain competitive and successful.
- **Improves Productivity:** When individuals push themselves to work harder, they complete tasks efficiently and maintain consistency.
- **Builds confidence:** Achieving goals and overcoming challenges boosts self-confidence, making the person more resilient.
- **Strengthens decision-making:** Self-motivation helps individuals think positively and make better decisions without depending on external pressure.
- **Enhances professional growth:** Employees who are self-motivated take initiative at work, accept feedback, and perform better. This leads to promotions, recognition, and career advancement.

Overall, self-motivation helps individuals remain focused, dedicated, and enthusiastic about achieving their personal and professional dreams.

#### 4. What is self-analysis? Explain the SWOT analysis method and its importance in personal growth.

Ans. Self-analysis, or knowing yourself, is the process of understanding personal strengths, weaknesses, desires, fears, and behaviour patterns. It involves assessing internal qualities and external factors that affect growth.

One widely used method of self-analysis is SWOT Analysis, which includes:

- **Strengths:** These are the positive qualities or abilities a person possesses, such as communication skills, creativity, leadership, or good time management.
- **Weaknesses:** These are internal limitations, such as lack of confidence, poor concentration, procrastination, or limited knowledge in certain areas.
- **Opportunities:** These are the external chances that can help a person progress, such as scholarships, training programmes, supportive mentors, or new learning opportunities.
- **Threats:** These are external factors that may create difficulties, such as competition, distractions, health issues, or financial problems.

Importance of SWOT Analysis in personal growth are:

- Helps in identifying areas of improvement
- Enhances confidence by recognizing strengths
- Encourages strategic planning for future goals
- Helps individuals overcome weaknesses
- Makes decision-making easier
- Helps align actions with long-term goals

SWOT analysis gives individuals a clear picture of where they stand and what steps they must take to improve.

#### 5. Explain time management. Describe the steps required for effective time management with examples.

Ans. Time management is the process of planning and organising how to divide time efficiently between different activities. Good time management helps individuals complete tasks on time, reduce stress, and maintain a proper balance between personal and academic or professional responsibilities.

Steps for effective time management are:

1. **Know your goals:** Identify short-term and long-term goals clearly. Example: Completing a chapter today or preparing for final exams.
2. **Analyse your current time use:** Understand how much time you have and how you spend it daily. Example: Tracking time spent on social media or studying.
3. **Prioritise your tasks:** Arrange tasks based on importance and urgency. Example: Studying for a test is more important than watching TV.
4. **Create a daily or weekly plan:** Prepare a schedule that includes study time, breaks, meals, and rest. Example: A timetable with fixed study hours.
5. **Follow your schedule:** Stick to your plan consistently to develop good habits.
6. **Break large tasks into smaller ones:** Divide difficult tasks into manageable parts. Example: Completing a project paragraph by paragraph.

Effective time management increases productivity, prevents last-minute stress, and helps individuals accomplish their goals smoothly.