



INDIAN SCHOOL AL WADI AL KABIR

Class: XII

**Topic: Unit 2: SELF MANAGEMENT SKILLS
EMPLOYABILITY SKILLS**

**Department:
COMMERCE**

WORKSHEET NO: 1

I. CHOOSE THE RIGHT OPTION:

1. Self-management, which is also referred to _____, is the ability to control one's emotions, thoughts, and behaviour effectively in different situations.
 - a. self-managing
 - b. self confidence
 - c. self-control**
 - d. self-confident

2. _____ is characterised by a lack of interest in social relationship and people tend to be distant, detached, and indifferent.
(CBSE SQP 2019-20)
 - a. dependent
 - b. narcissistic
 - c. obsessive
 - d. schizoid**

3. _____ is to dream big and achieve the desired or set results.
 - a. imagination
 - b. dream
 - c. ambition
 - d. result orientation**

4. Which is not true about Self-motivation? (CBSE SQP 2019-20)

- a. It increases individual's energy and activity.
- b. It directs an individual towards specific goals.
- c. It results in initiation and persistence of specific activities
- d. It inhibits cognitive processes and learning strategies used for completing similar tasks.**

5. _____ is to be aware of one's personality traits and make the best out of one's strengths.

- a. Self-awareness**
- b. Self- analysis
- c. Self-study
- d. Personality

6. "Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence." defined by _____

- a. Philip Kotler
- b. Seth Godin
- c. Neil Patel
- d. Helen Keller**

7. Which is regarded as a drive required to engage goal-oriented behaviour?

(CBSE 2020)

- a. Communication Skills
- b. Basic Personality
- c. Green Jobs
- d. Self-Motivation**

8. _____ helps us to understand what we want, how to achieve it and how do we measure our success.

- a. Vision
- b. Mission
- c. Goals
- d. **Goal setting**

II. Fill in the blanks

- 9. Goals should be stated in specific terms. **Vague goals** are difficult to attain.
- 10. **Internal Motivation** demonstrates a desire of an individual to do his/her work without any external reward. (CBSE 2020)
- 11. People with such a disorder strongly stick to rules and regulations. They can be characterised by a general pattern of excessive concern with orderliness, perfectionism, and attention to details. Identify the personality disorder explained here - **Obsessive-compulsive personality disorder.**
- 12. People with this type of disorder are socially inept, unappealing, or inferior, and constantly fear being embarrassed, criticised or rejected. They avoid meeting others and often experience feelings of inadequacy, inferiority, or unattractiveness. Identify the personality disorder explained here - **Avoidant personality disorder.**
- 13. **Dependent personality disorder** are people with such a disorder characterised by lack of self-confidence and an extra need to be looked after.
- 14. **Cluster C: Anxious** personality disorder is characterised by feelings of worry, anxiety, or fear, which have the potential to affect one's daily routine.
- 15. **Narcissistic personality disorder** are people with narcissistic personality disorder. They believe that they are more important than others.
- 16. **Histrionic personality disorder** are people with histrionic personality disorder frequently try to gain more attention by being overly dramatic.
- 17. **Borderline personality disorder** are people with borderline personality disorder essentially lack a sense of self-worth, and thus, experience feelings of emptiness and fears of abandonment.
- 18. **Antisocial personality disorder** are people with antisocial personality disorder disregard social rules and obligations. They are irritating and aggressive, and act impulsively.

19. The term '**schizoid**' refers to the natural tendency to direct attention toward one's inner life away from the external world.
20. **Paranoid personality disorder** is characterised by distrust for others, including friends, family members and partners. People with such a disorder mostly hold grudges against others.
21. **A personality disorder** is a way of thinking, feeling, and behaving that deviates from worldly expectations and causes distress, which lasts over time.
22. **Neuroticism** is a trait, wherein, individuals show tendency towards anxiety, self-doubt, depression, shyness and other similar negative feelings.
23. **Extroverts** are individuals, who love interacting with people around and are, generally, talkative.
24. **Personality** is a cluster of thoughts, feelings and behaviours that make a person unique and different from others.
25. **Self-awareness** is about understanding one's own needs, desires, habits, traits, behaviours, and feelings.
26. **Goals** do not just come true on their own.
27. SMART implies **Specific, Measurable, Action-oriented, Realistic, Timely.**
28. **Result orientation** is a term used to describe a person's ability to recognise what results are important and the steps needed to be taken to achieve them.
29. **Stress** is a state of feeling upset, annoyed and hopeless.

III. ANSWER THE FOLLOWING QUESTIONS

30. List the importance of positive thinking. Describe how it can help someone achieve one's goals.
31. The inner urge to do something or to engage in goal-oriented behaviour
 - a) Identify the concept stated above.
 - b) Why is it important for an individual (**CBSE SQP 2019-2020**)
32. Describe the ways you can make positive thinking a habit in life.
33. Define Self-Management?
34. Explain the two types of motivation.
35. Define stress and how to manage it.
36. How is Goal Setting helpful?
37. Use the acronym SMART to set goals. Explain.

38.Explain the FIVE FACTOR MODEL

39.What is meant by Goal Setting? Explain it with an example. (CBSE 2020)

40.List the sources of motivation and inspiration. (CBSE 2020)

ALL THE VERY BEST.....!!