

INDIAN SCHOOL AL WADI AL KABIR

Class: X 2025 – 26

SKILL SUBJECT - PART A - UNIT 2: SELF MANAGEMENT SKILLS

FOR CLASSES: SEC: X A TO I

Part A: Multiple Choice Questions (15 MCQs)

1. Which of the following is NOT considered a self-management skill?
 - ☐ a) Time management
 - ☐ b) Emotional regulation
 - ☒ c) Teamwork
 - ☐ d) Stress management
2. Self-motivation can be best defined as:
 - ☐ a) Relying on others to motivate you
 - ☐ b) The ability to inspire others
 - ☒ c) The internal drive to take action
 - ☐ d) Following rules set by others
3. Which of the following strategies can help manage time effectively?
 - ☐ a) Procrastination
 - ☒ b) Setting clear goals
 - ☐ c) Ignoring deadlines
 - ☐ d) Multitasking inefficiently
4. Emotional intelligence is important for self-management because it helps you:
 - ☐ a) Ignore your feelings
 - ☒ b) Understand and manage your emotions and those of others
 - ☐ c) Avoid conflicts indefinitely
 - ☐ d) Always stay positive
5. What is an essential part of effective goal-setting?

- ☐ a) Setting vague goals
- ☒ b) Setting specific and measurable goals
- ☐ c) Setting goals that are impossible to reach
- ☐ d) Ignoring your personal interests

6. Which technique can help reduce stress?

- ☐ a) Ignoring problems
- ☒ b) Deep breathing exercises
- ☐ c) Blaming others
- ☐ d) Overthinking

7. A planner can help you stay organized by:

- ☐ a) Increasing distractions
- ☒ b) Helping you visualize your tasks and commitments
- ☐ c) Making you work harder
- ☐ d) Emptying your mind of responsibilities

8. The Pomodoro Technique is a time management method that involves:

- ☐ a) Working continuously without breaks
- ☐ b) Taking frequent long breaks
- ☒ c) Working for 25 minutes followed by a 5-minute break
- ☐ d) Doing tasks in random order

9. Self-discipline is important because it allows you to:

- ☐ a) Give up easily
- ☒ b) Maintain focus and consistency
- ☐ c) Follow others without question
- ☐ d) Avoid responsibility

10. To effectively manage self-criticism, you should:

- ☐ a) Ignore it completely
- ☒ b) Turn it into constructive feedback

- c) Analyse every little mistake
- d) Compare yourself to others

11. Mindfulness practices can help you:

- a) Focus on the past
- b) Stay present and reduce anxiety
- c) Plan every minute of the future
- d) Experience thoughts and emotions with greater balance and acceptance

12. Which of the following is crucial for self-awareness?

- a) Denying your weaknesses
- b) Understanding your strengths and weaknesses
- c) Relying solely on others' opinions
- d) Ignoring feedback

13. For effective stress management, regular _____ is recommended.

- a) Socializing
- b) Exercise
- c) Sleeping
- d) All of the above

14. Which of these is a positive outcome of self-management?

- a) Increased procrastination
- b) Higher productivity
- c) Greater confusion
- d) More conflicts

15. A good way to track progress towards a goal is to:

- a) Set the goal and forget about it
- b) Use a checklist or journal
- c) Discuss it only with yourself

- d) Keep your goals a secret

Part B: Questions with 2 Marks Each (10 Questions)

1. What are self-management skills?

Answer: Self-management skills are the strategies and techniques that individuals use to control their behaviours, emotions, and time effectively to achieve personal and professional goals.

2. Why is setting specific goals important in self-management?

Answer: Specific goals provide clarity and direction, making it easier to develop actionable plans and measure progress, thus increasing the likelihood of achieving desired outcomes.

3. Name two benefits of effective time management.

Answer: Two benefits of effective time management include increased productivity and reduced stress, as it allows individuals to prioritize tasks and allocate time efficiently.

4. How can mindfulness help in self-management?

Answer: Mindfulness can enhance self-management by improving focus, reducing stress, and promoting emotional regulation, enabling individuals to respond better to challenges.

5. What is the importance of self-discipline in achieving personal goals? Answer: Self-discipline is crucial as it helps individuals stay focused, resist temptations, and remain committed to their plans, leading to successful goal achievement.

6. Explain the concept of emotional regulation in self-management. Answer: Emotional regulation is the ability to manage and respond to one's emotions in a healthy way, which is essential for making rational decisions and avoiding impulsive reactions.

7. Illustrate how a planner can assist with self-management.

Answer: A planner helps organize tasks, set deadlines, track progress, and prioritize responsibilities, making it easier to manage time efficiently and meet commitments.

8. Describe one method to overcome procrastination.

Answer: Breaking tasks into smaller, manageable parts can help overcome procrastination by creating a sense of accomplishment as each part is completed, motivating further progress.

9. What role does self-reflection play in self-management?

Answer: Self-reflection allows individuals to analyze their thoughts, behaviors, and feelings constructively, fostering self-awareness and enabling adjustments to their strategies for improvement.

10. List two common obstacles to effective self-management.

Answer: Common obstacles include poor time management skills and lack of motivation, which can hinder goal achievement and lead to increased stress.

Part C: Questions with 3 Marks Each (5 Questions)

1. How can developing self-awareness improve self-management skills? Answer:

Developing self-awareness allows individuals to understand their strengths and weaknesses, enabling them to identify areas for improvement, adapt their strategies to be more effective, and achieve personal and professional growth.

2. Discuss the role of stress management in effective self-management. Answer:

Effective stress management is critical in self-management as it helps individuals maintain their emotional balance, enhance focus and productivity, and prevent burnout, enabling better decision-making in various aspects of life.

3. Explain how setting deadlines contributes to successful self-management. Answer:

Setting deadlines creates a sense of urgency, helps prioritize tasks, and motivates individuals to stay organized and accountable, ultimately leading to increased efficiency and goal accomplishment.

4. Why is maintaining work-life balance a vital aspect of self-management? Answer:

Maintaining a healthy work-life balance reduces stress, prevents burnout, and enhances overall well-being, allowing individuals to perform better in both personal and professional domains.

5. What is the importance of feedback in self-management?

Answer: Feedback provides valuable insights that can help individuals recognize their progress, understand areas needing improvement, and adapt their strategies effectively, fostering continuous growth and development.

Part D: Questions with 5 Marks Each (5 Questions)

1. Discuss how developing resilience can enhance self-management capabilities.

Answer: Resilience helps individuals cope with setbacks, adapt to change, and recover from stress more effectively. This enhanced ability to bounce back enables better self-management by allowing individuals to stay focused and motivated despite challenges, facilitating continuous progress toward their goals.

2. **Analyse the impact of procrastination on self-management and how it can be addressed.**

Answer: Procrastination can lead to increased stress, decreased productivity, and missed deadlines, ultimately hindering personal and professional growth. To address procrastination, individuals can implement strategies such as setting smaller, achievable goals, creating a structured schedule, and utilizing accountability partners to maintain motivation and focus.

3. **Explain the connection between self-management skills and leadership effectiveness.**

Answer: Effective self-management skills such as time management, emotional intelligence, and self-discipline are crucial for leaders as they influence decision-making, team dynamics, and overall organizational productivity. Leaders who model strong self-management are better equipped to inspire and motivate their teams, create a positive work environment, and achieve organizational goals.

4. **Evaluate the role of self-care in successful self-management.** **Answer:** Self-care is essential for successful self-management as it helps individuals maintain physical and mental well-being, enhancing their capacity to handle stress and make thoughtful decisions. Regular self-care practices such as exercise, healthy eating, and leisure activities replenish energy and promote balance, ultimately leading to improved focus and productivity in achieving goals.

5. **Illustrate a comprehensive plan for improving self-management skills for an individual struggling with time management.** **Answer:** A comprehensive plan may include:

- Assessing current time usage by tracking daily activities to identify timewasters.
- Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals to provide a clear focus.
- Creating a weekly planner to structure tasks and allocate specific time blocks for activities.
- Implementing techniques like the Pomodoro Technique to maintain focus.
- Regularly reviewing progress and adjusting the plan based on what works and what doesn't to foster continuous improvement.