



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Commerce
Topic	PART- A Employability Skills
Worksheet: 01	Chapter 2 Self-Management Skills

Q. No	OTQs
1	The internal stress in our mind emerges from a. pent up worries b. Laziness c. survival stress d. experiences
2	Which of the following is correct about physical exercise as a stress handling measure? a. It reduces blood circulation b. It improves self-image c. It does make us feel better d. It increases sadness
3	Which of the following is an effect of negative stress? a. Increase in productivity b. Good mental health c. Psychosomatic disorders d. Emotional stability
4	Which of the following characteristics helps an individual to inculcate discipline that further helps him/her in consistent efforts to move towards goal? a. Self-awareness b. Self-regulation c. Self-motivation d. Independence
5	A force within you that drives you to do things is called as ____ a. Self-awareness b. Self-Motivation c. Self-realisation d. Self-Confidence
6	_____ is an ability of an individual to identify one's own emotions and the emotions of others a. Emotional Intelligence b. Emotional blackmail c. Communication d. Motivation
7	Dressing in a prim proper way for school, friend's place or for playground is an element of one of the self-management skills. Name it.
8	One of the following is not a factor affecting self-confidence? a. Social b. Cultural c. Physical d. Economic

9	Identify a stress management technique which includes a series of postures and breathing exercise a. yoga b. physical exercise c. meditation d. enjoying
10	Why is the ability to work independently important in the workplace? a. To increase dependence on colleagues b. To reduce job responsibilities c. To avoid team work and collaboration d. To promote personal growth and decision-making
11	Which of the following is not the stress management technique? a. Physical exercise b. Meditation c. Worrying about stressors d. Yoga
12	What makes you complete work or studies without others cheering you? a. Self-confidence b. Communication c. Self-motivation d. Self-esteem
13	Ravi works hard to get the best student award at the end of year. What type of motivation is this? a. Internal b. External c. Both internal and external d. Not any specific type of motivation
14	SMART goals stand for _____
15	Rohan has been working long hours every day without a break. Over time, he starts experiencing headaches, anxiety, and fatigue. This is likely caused by prolonged: a. Stress b. Discipline c. Timeliness d. Goal – Setting
16	The SMART method helps in setting effective goals for career and personal growth. In this method, what does the 'A' stand for? a. Abrupt b. Accountable c. Achievable d. Admirable
17	You take ownership of a task, complete it sincerely, and report honestly even if it is delayed. Which of the following best describes this behaviour as one of the skills you must master to succeed in life? a. Self-awareness b. Responsibility c. Time management d. Adaptability

18	M D Gulati started with a small shop with his focus, dedication and clear ideas, MDH became one of the most popular brands in India besides having a good reputation all over the world”. Which self-management skill is clearly visible in the given statement?
19	What is emotional intelligence? A. The ability to ignore one's emotions B. The ability to identify and manage one's own emotions, as well as the emotions of others C. The ability to suppress emotions entirely D. The ability to react impulsively to emotional triggers
20	What are stressors in the context of stress management? A. Situations that cause relaxation and calmness B. Situations that do not affect an individual's well-being C. Situations that lead to emotional, mental, physical, or social reactions D. Situations that are always positive and desirable
	DTQs(2M)
1.	State any two positive impacts of self-management.
2.	Explain the role of working independently
3.	List any two stress management techniques
4.	Give any two differences between Interests and abilities.
5.	What is the importance of self-awareness in analyzing strengths and weaknesses?
6.	What is the importance of setting goals in life?
7.	List four steps to build self-motivation.
8.	What are the factors that affect self-confidence?
9.	Maya often gets frustrated at work and reacts impulsively in stressful situations. She wants to improve her ability to handle emotions and respond calmly. Which steps can help her manage emotional intelligence effectively?
10.	State the steps to manage emotional intelligence?