



**PHYSICAL ACTIVITY TRAINER
EMPLOYABILITY SKILL - CLASS XII
WORKSHEET 2 – SELF MANAGEMENT SKILL**

Part A: Multiple Choice Questions (15 MCQs) - 1 Mark Each

1. What is a common trigger for stress?

- ☐ a) Consistent work schedule
- ☐ b) Uncertainty
- ☐ c) Regular exercise
- ☐ d) Healthy eating
- ☐ Answer: b) Uncertainty

2. Which of the following is an effective stress management technique?

- ☐ a) Procrastination
- ☐ b) Deep breathing
- ☐ c) Ignoring problems
- ☐ d) Isolating oneself
- ☐ Answer: b) Deep breathing

3. Self-awareness helps individuals to:

- ☐ a) Avoid all weaknesses
- ☐ b) Recognize their emotions and behaviors
- ☐ c) Focus solely on their strengths
- ☐ d) Limit interactions with others
- ☐ Answer: b) Recognize their emotions and behaviors

4. Which of the following is NOT a part of self-motivation?

- ☐ a) Setting personal goals
- ☐ b) Having a clear vision
- ☐ c) Blaming others for failure

- d) Celebrating small achievements
- Answer: c) Blaming others for failure

5. A SMART goal is characterized by being:

- a) Specific, Measurable, Achievable, Relevant, Time-bound
- b) Simple, Manageable, Achievable, Realistic, Timely
- c) Standard, Measured, Attainable, Recognizable, Timeless
- d) Self-driven, Motivating, Achievable, Rewarding, Targeted
- Answer: a) Specific, Measurable, Achievable, Relevant, Time-bound

6. Which of the following best represents time management?

- a) Working late to complete tasks
- b) Prioritizing tasks based on deadlines
- c) Tackling all tasks simultaneously
- d) Waiting until the last minute
- Answer: b) Prioritizing tasks based on deadlines

7. Journaling is a tool primarily used in which self-management skill?

- a) Goal Setting
- b) Stress Management
- c) Time Management
- d) Self-Awareness
- Answer: d) Self-Awareness

8. Procrastination is a common barrier to:

- a) Stress Management
- b) Self-Motivation
- c) Goal Setting
- d) Time Management

- Answer: d) Time Management

9. Which of the following is a positive way to deal with stress?

- a) Engaging in physical activity
- b) Ignoring the stressor
- c) Complaining to friends
- d) Increasing caffeine intake
- Answer: a) Engaging in physical activity

10. An important aspect of self-awareness is being able to:

- a) Criticize oneself effectively
- b) Understand one's emotions
- c) Hide weaknesses from others
- d) Demonstrate confidence only in public
- Answer: b) Understand one's emotions

11. Goal setting should ideally be:

- a) Random and spontaneous
- b) Grounded in personal values
- c) Only focused on financial gain
- d) Ignored if not achievable immediately
- Answer: b) Grounded in personal values

12. To improve time management, one should:

- a) Fill every hour of the day with work
- b) Learn to say no to non-essential tasks
- c) Work without breaks to maximize productivity
- d) Avoid planning and stay flexible
- Answer: b) Learn to say no to non-essential tasks

13. Which of the following is true about self-motivation?

- a) It relies solely on external rewards.
- b) It is the ability to push oneself towards goals.
- c) It is only necessary for academic success.
- d) It can be ignored when others are present.
- **Answer: b) It is the ability to push oneself towards goals.**

14. Mindfulness is a technique used primarily in:

- a) Time Management
- b) Stress Management
- c) Goal Setting
- d) Self-Motivation
- **Answer: b) Stress Management**

15. Self-regulation is essential for:

- a) Bypassing rules and guidelines
- b) Achieving long-term goals and maintaining focus
- c) Avoiding responsibility
- d) Increasing stress levels in teams
- **Answer: b) Achieving long-term goals and maintaining focus**

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 analyse their thoughts, behaviours, 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.