



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Skill Education	Date – 10-05-26
WORKSHEET-2 With Answers	SUB: Introduction to Tourism (ITT) PART-A-SELF MANAGEMENT SKILLS	Note: Please file it in the portfolio
Name of the student	Class / Section	Roll No.

MULTIPLE CHOICE QUESTIONS

1. What makes you complete work or studies without others cheering you?

- (a) Self-confidence
- (b) Communication
- (c) Self-motivation
- (d) Self-esteem

2. Which is an example of positive attitude?

- (a) Giving up easily
- (b) Saying "I can try again"
- (c) Avoiding work
- (d) Blaming others

3. Stress is identified as a condition in which a person is

- (a) tensed
- (b) worried
- (c) relaxed
- (d) both (a) and (b)

4. The internal stress caused by

- (a) pent-up worries
- (b) laziness
- (c) survival stress
- (d) experiences

5. Stress can be managed by:

- (a) Ignoring problems
- (b) Sleeping all day
- (c) Time management and relaxation
- (d) Fighting with others

6. Setting goals helps in:

- (a) Wasting time
- (b) Achieving success
- (c) Avoiding work
- (d) Creating stress

7. Which is a short-term goal?

- (a) Becoming a doctor
- (b) Completing homework today

- (c) Buying a house
- (d) Getting a job after 10 years

8. Which of the following improves self-confidence?

- (a) Negative thinking
- (b) Practice and preparation
- (c) Avoiding challenges
- (d) Fear

9. What is 'M' in the 'SMART' goal setting method

- (a) Must
- (b) Meaning
- (c) Measurable
- (d) None of these

10. What is 'S' in the 'SMART' method of goal setting?

- (a) Smart
- (b) Special
- (c) Speed
- (d) Specific

11. Physical exercise is used as a stress management technique because

- (a) It improves blood circulation
- (b) improves self-image
- (c) make us feel better
- (d) All of the above

12. Stress management prevents _____

- (a) psychological disorders
- (b) behavioral problems
- (c) both of the above
- (d) none of the above

MCQ-ANSWERS

1. (c) Self-motivation
2. (b) Saying "I can try again"
3. (d) both (a) and (b)
4. (a) pent-up worries
5. (c) Time management and relaxation
6. (b) Achieving success
7. (b) Completing homework today
8. (b) Practice and preparation
9. (c) Measurable
10. (d) Specific
11. (d) All of the above
12. (c) both of the above

DESCRIPTIVE TYPE QUESTIONS & ANSWERS

1. Describe stress and stress management in your own words.

Stress is our emotional, mental, physical and social reaction to any perceived demands or threats. For example, you are too close to the exams but feel unprepared.

Stress Management is about planning to be able to cope effectively with daily pressures. You have to make a suitable plan for your daily life routines so that it would not put hard pressure on you. If you are not able to manage yourself to the increasing pressure this will lead to stress. Our main goal is to maintain a balance between life, work, relationships, relaxation and fun. By doing this, you are able to manage stress-related problems in your daily life.

2. List out the different techniques used in stress management.

The stress management techniques are:

- **Time Management** - One of the important stress management techniques is Time Management. If we are able to manage time properly then there will be no pressure of pending work on us.
- **Physical exercise and fresh air** - Doing yoga, meditation and deep breathing exercises help in proper blood circulation and relaxes the body. Which will help us to become more active.
- **Healthy diet** - Eating a balanced diet, such as Dal, Roti, vegetables and fruits will give the strength to do daily work efficiently.
- **Positivity** - Focussing on negative aspects of life will add more stress. Instead, learn to look at the good things and stay positive. For example, instead of feeling upset over scoring less in a test, try to maintain a positive attitude and look at ways to improve the next time.
- **Organising academic life** - no delaying - By keeping class notes organised, finishing in assignments on time, and keeping track of all deadlines, stress can be reduced to a great extent.
- **Sleep** - A good night's sleep for at least 7 hours helps the brain and body get recharged to function better the next day.
- **Holidays with family and friends** - Going to a relative's place, such as grandparents' house or a new place during our summer vacations can help to break from the normal routine and come back afresh.

3. What is Goal Setting?

Goal setting is a process that helps a person to decide where he wants to go in life. This will help them to decide where to put their efforts to achieve that goal. After deciding the goal or aim of life one can easily go through the process of achieving it. This gives you the motivation to work hard.

4. In SMART goals, what does 'S' stand for? Explain.

In SMART goals 'S' stands for Specific goal. A specific and clear goal answers six questions. Who is involved in the goal? What do I want to do? Where do I start? When do I start and finish? Which means do I use? Why am I doing this? For Example: Not a specific goal: "I want to become a doctor." Specific goal: "I want to become a doctor by studying MBBS after my school gets over. After getting my MBBS degree I will make a hospital in my village."

5. What is the best way to work on long-term goals?

The best way to work on long-term goals is:

Part-1 Develop a long-term goal

- Ask yourself where you'd like to see yourself in the next few years.
- Build a goal from your broad ideas.
- Write out a specific goal.
- Separate short and long-term goals.
- Assess your goal to make sure it's manageable.

Part-2 Achieving your Long-Term Goal

- Commit to one long-term goal at a time.
- Break your goal into sub-goals.
- Set up a timetable for your goal and sub-goals.
- Work on your self-discipline.
- Develop habits that aid in accomplishing your goal.
- Review your progress regularly.
- Identify obstacles you might encounter.

Part-3 Staying Motivated for Long-Term Goals

- Take breaks regularly.
- Try to make your goal fun. Celebrate your successes.

6. What is time management and how can you manage your time?

Time management is the ability to plan and control how you spend the hours of your day well and do all that you want to do. The steps for effectively managing time are: **Step-1 Organise** • We plan our day-to-day activities. • We make a timetable that we follow. • We keep our surroundings and study table clean. • We put things back where they belong. • It helps us save time!

Step-2 Prioritise • We make a to-do list that has all our activities and we rank them in the order of importance. For example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.

Step-3 Control • We have control over our activities and time. • We avoid time-wasters like chatting on the phone, surfing gossip sites, etc., and focus on more important things.

Step-4 Track • We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities.

7. How can tracking your time help you?

Tracking your time helps you gain perspective on your life, so you can determine whether the way you spend your time is true to your priorities and what's important to you.

By tracking your time, you can: • See how many hours you actually work. • Can separate from the stories you tell yourself. • Discover what your priorities actually are. • Time feels richer.

8. List the ABC of stress management

A: Adversity or the stressful event

B: Beliefs or the way you respond to the event

C: Consequences or actions and outcomes of the event

9. Differentiate interest and ability.

Interests

1. Things that you like to do in your free time that make you happy. An acquired or natural capacity.
2. Things you are curious about or would do even if no one asked you to do it.
3. Things you want to learn or would like to do in the future.

Ability

1. An acquired or natural capacity.
2. Enable you to perform a particular job or task with considerable proficiency.

10. How is self-regulation connected to the ability to work independently?

The ability to work independently can be enhanced by being self-regulated. Self-regulation guides independent individuals as it helps them to consider long term consequences rather than just transient feelings. It leads to a responsible and a value driven behaviour. It teaches self-control and well-directed efforts to reach the goal. Self-regulated includes discipline that helps in consistent efforts to move towards the goal.

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