

# Worksheet

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## SELF MANAGEMENT SKILLS-I

### Unit-2

#### A. Answer the following questions:

1. What is self-management?
2. Write the names of any four keys of self-management.
3. What is time management?
4. What is stress management?
5. Write the names of any four factors which play a vital role in building self-confidence.
6. What is the meaning of "Chatting with Positive People"?
7. What are the advantages of doing Yoga?
8. What do you understand by grooming?
9. What is team work?
10. Why is self-discipline necessary?

#### B. Identify the incorrect statement about self-management and rewrite it correctly.

1. Implementation of self-management skills can bring a positive change in our living style.
2. Effective self-management helps to strengthen one's identity or impression, to make the situations more positive and to lead an organized and comfortable life more smartly.
3. It is an important element for both personal and professional life as it helps you to be more productive and contribute to ourselves.
4. It makes our work or assignments more interesting and creates a negative aura around oneself.

#### C. Fill in the blanks.

1. .... includes goal setting, planning, scheduling, self-development and continuous learning.
2. .... is having a clear perception of your personality.
3. .... is the belief in oneself and self-affirmation of completing any kind of task.
4. .... enables a person to find a positive outcome in every problem and situation.
5. It is pre-evident that man is a ..... animal.
6. Cleanliness is next to .....