

Worksheet

Name:
Roll No: Class: Section:
Date:

SELF-MANAGEMENT SKILLS-I

Unit-2

1. Answer the following questions:

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

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

- Implementation of self-management skills can bring a positive change in our living style.
- 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.
- It is an important element for both personal and professional life as it helps you to be more productive and contribute to ourselves.
- It makes our work or assignments more interesting and creates a negative aura around oneself.

3. Fill in the blanks.

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