

# **Comprehensive Notes On**

## **Unit 2: Self-Management Skills**

**Class IX - Employability Skills**

# Contents

|          |                                                                                                                                     |          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>1</b> | <b> Introduction to Self-Management</b>            | <b>2</b> |
| 1.1      |  Key Self-Management Skills . . . . .              | 2        |
| <b>2</b> | <b> Strength and Weakness Analysis</b>             | <b>3</b> |
| 2.1      |  Knowing Yourself . . . . .                        | 3        |
| 2.2      |  Identifying Strengths and Weaknesses . . . . .    | 3        |
| <b>3</b> | <b> Self-Confidence</b>                            | <b>4</b> |
| 3.1      |  Qualities of Self-Confident People . . . . .      | 4        |
| 3.2      |  Three Steps to Building Self-Confidence . . . . . | 4        |
| <b>4</b> | <b> Positive Thinking</b>                          | <b>5</b> |
| 4.1      |  The SMILE Model for Positive Thinking . . . . .   | 5        |
| <b>5</b> | <b> Personal Hygiene &amp; Grooming</b>            | <b>6</b> |
| 5.1      |  Personal Hygiene . . . . .                      | 6        |
| 5.2      |  Grooming . . . . .                              | 6        |

# 1 Introduction to Self-Management

## Important Concept

### **What is Self-Management?**

Self-management, also known as 'self-control' or 'self-regulation', is the ability to regulate your emotions, thoughts, and behaviour effectively in different situations. It includes motivating yourself, setting goals, and working towards them.

**Why It Matters:** Imagine driving a car without a steering wheel. That's life without self-management. Students with strong self-management skills can handle their timelines, focus on tasks, cooperate with others, and perform better academically. It sets you up for future success in work and life!

**How It Works / Analogy:** Think of it as being the DJ of your own brain. You decide when to turn up the volume on 'focus' and when to skip the 'distraction' track (like scrolling Instagram when you should be studying).

## 1.1 Key Self-Management Skills

Here is the complete toolkit for managing yourself effectively:

- ✔ **Self-Awareness:** Knowing yourself as an individual – your values, likes, dislikes, strengths, and weaknesses.
- ✔ **Self-Control:** The ability to control your behaviour, discipline, etc. (e.g., resisting the urge to play games before finishing homework).
- ✔ **Self-Confidence:** Believing in yourself that you can do any task given to you and not being scared of taking risks.
- ✔ **Problem Solving:** Understanding a problem and finding a solution using a step-by-step method.
- ✔ **Self-Motivation:** Doing tasks on your own without needing external pushes (like parents nagging you to study).
- ✔ **Personal Hygiene and Grooming:** Keeping yourself clean, healthy, and smart.
- ✔ **Positive Thinking:** Expressing certainty or affirmation even in tough situations. Looking at the bright side!
- ✔ **Teamwork:** Working together with people to accomplish shared goals.
- ✔ **Time Management:** Achieving tasks on time and according to the plan.
- ✔ **Goal Setting:** Planning concrete goals to be accomplished within a set timeframe.

## 2 Strength and Weakness Analysis

Have you ever wondered why you get great marks in one subject but struggle in another? Knowing what you do well (and not so well) helps you convert weaknesses into strengths!

### 2.1 Knowing Yourself

**What It Is:** Understanding "Who am I?" goes beyond your name. It means looking outside usual characteristics and knowing your inner strengths, hidden talents, skills, beliefs, opinions, and weaknesses.

#### The Golden Equation

Understanding yourself = Knowing what you CAN do + Knowing what you CANNOT do yet.

### 2.2 Identifying Strengths and Weaknesses

#### Strengths

What we do well and are good at.

*Example:* Good at understanding others' emotions; confident in dealing with strangers; playing cricket well.

#### Weaknesses (Areas of Improvement)

What we do not do well and are not good at.

*Example:* Unable to resist junk food; struggling to learn about computers.

#### How to Identify Strengths:

- Think of anything you are always good at.
- Think about what others appreciate about you.
- Ask: "What makes me stand out?" or "What do I do better than others?"

#### How to Identify Weaknesses:

- Point out areas where you struggle.
- Look at the feedback you receive from others.
- **Crucial Step:** Be open to feedback and accept weaknesses without feeling small. Look at them as areas for improvement!

#### Warning / Golden Rule

##### Interests vs. Abilities: The Reality Check

**Interests** are things you *enjoy* doing (e.g., watching cricket, collecting stamps).

**Abilities** are natural or acquired capacities to *perform* a task proficiently (e.g., having the physical skill to play cricket professionally).

Sometimes interests do not match abilities. If you love cricket but lack the skill, you don't have to force yourself to become a professional cricketer!

### 3 Self-Confidence

**What It Is:** Self-confidence is a sense of trusting one's own abilities and self. It's that inner voice saying, "I got this!"

**Why It Matters:** Even if you are intelligent and talented, lacking confidence means you might avoid taking initiative, making it hard for others to recognize your talent. (e.g., Niraj avoided talking to classmates because his English was poor, but he gained confidence by joining speaking classes).

#### 3.1 Qualities of Self-Confident People

- **Self-Belief:** Believing you can succeed. *Example: Thomas Edison failed thousands of times but believed in himself until he invented the light bulb.*
- **Hard Work:** Putting in the effort. *Example: Dipa Karmakar worked hard despite having a flat foot to become an Olympic gymnast.*
- **Positive Attitude:** Focusing on positives even in adversity. Seeing a lost game not as a failure, but as a chance to review strategies.
- **Commitment:** Dedication to a cause. *Example: Mahatma Gandhi's commitment to India's independence.*

#### 3.2 Three Steps to Building Self-Confidence

| Step   | Action                                                                                                                                     |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | <b>Appreciate achievements &amp; accept failures.</b> Celebrate small wins (like a good grade) and don't get discouraged by failures.      |
| Step 2 | <b>Have a goal and take steps towards it.</b> Set a realistic goal (e.g., run for 15 mins) and start small (jog for 5 mins).               |
| Step 3 | <b>Always look at the good side and be happy.</b> If you lose a match, focus on the team's effort. Surround yourself with positive people! |

#### Things That Kill Confidence (AVOID!)

1. Thinking "I cannot do this work."
2. Dwelling on past mistakes instead of learning from them.
3. Expecting success on the first attempt and giving up if you fail.
4. Surrounding yourself with negative people.

## 4 Positive Thinking

**What It Is:** Positive thinking means looking at the good in things, observing patiently, and working towards improving situations rather than just worrying.

**Why It Matters:** If an ant (which can lift 20x its body weight) thought it was too small to do anything, it would go extinct. A positive attitude helps you overcome challenges, makes you energetic, improves your work, and keeps everyone happy!

### 4.1 The SMILE Model for Positive Thinking

How to keep your thinking positive? Just SMILE!

- ✓ **S - Start** your day in a positive way (e.g., exercise, read, listen to a favorite song).
- ✓ **M - Manage** time to relax (e.g., take breaks, practice deep breathing).
- ✓ **I - Imagine** the best in any situation (Focus on solutions, not problems).
- ✓ **L - Learn** to take feedback/criticism in a healthy, positive way (See it as a chance to grow).
- ✓ **E - Express** gratitude (Be thankful for the good things and people in your life).

## 5 Personal Hygiene & Grooming

### 5.1 Personal Hygiene

**What It Is:** The habit or practice of keeping ourselves clean.

**Why It Matters:** Cleanliness maintains health and well-being, keeping you regular at school/work. It creates a good image and prevents embarrassing situations like bad breath or body odour.

#### The CARE, WASH, AVOID Model

**CARE (Take care of your body):** Keep hair free of dandruff, use cream for skin, brush teeth daily, change old toothbrushes, cut nails weekly.

**WASH (Clean away dirt):** Wash hands frequently, take a bath every day, wash clothes regularly, wash hair every second day, wash feet often.

**AVOID (Stop spreading germs):** Cough/sneeze into a handkerchief, keep feet dry and change socks every day!

#### NCERT Activity Highlight: Handwashing

Remember to use enough soap, rub palms together, interlace fingers, rub the back of fingers, and clean thumbs thoroughly!

### 5.2 Grooming

**What It Is:** Dressing is putting on clothes. **Grooming** is the process of making yourself look neat, tidy, and smart.

**Why It Matters:** It sends a message that you are confident, smart, and sincere. It helps you make a great first impression!

| Category       |  Do's |  Don'ts |
|----------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Clothes</b> | Clean, ironed, well-fitting clothes. Clean socks & polished shoes.                       | No wrinkled/stained clothes. No flashy jewellery or accessories.                           |
| <b>Hair</b>    | Washed regularly. Simple, neat styles. Tied back for girls, short for boys.              | No messy/unkempt hair.                                                                     |
| <b>Face</b>    | Clean face. Shave regularly (boys). Clean teeth (brush twice daily).                     | Avoid bad breath. Do not chew paan/betel (stains teeth).                                   |

# Comprehensive Question Bank

## Multiple Choice Questions (MCQs)

1. Which of the following is NOT a self-management skill?

- (a) Problem solving      (b) Bargaining      (c) Understanding self      (d) Confidence building

**Answer:** (b) Bargaining

2. Grooming is a term associated with:

- (a) time management      (c) neat and clean appearance      (d) self-management  
(b) problem solving

**Answer:** (c) neat and clean appearance

3. What steps should one take to build confidence?

- (a) Set goals in life      (d) All of the above  
(b) Appreciate achievements      (c) Think positively

**Answer:** (d) All of the above (Note: Original text lists specific steps including goal setting and appreciating achievements).

4. Which of the following is a quality of a self-confident person?

- (a) Patient      (b) Compassionate      (c) Committed      (d) Passionate

**Answer:** (c) Committed

5. What is the best way to start our day positively?

- (a) Think about all that can go wrong.      good.  
(b) Think about the difficult test you will face.      (d) Think about traffic and feel stressed.  
(c) Think about your accomplishments and feel

**Answer:** (c) Think about your accomplishments and feel good.

6. Rahul gets feedback on his project. Which option demonstrates a positive attitude?

- (a) Rahul ignores the feedback.      (c) Rahul tells others the teacher is wrong.  
(b) Rahul takes the feedback but doesn't use it.      (d) Rahul learns from the feedback and improves.

**Answer:** (d) Rahul learns from the feedback and improves.

7. Do people living in hill stations need to take a bath regularly?

- (a) No, climate determines bath frequency.      (c) Yes, wiping with a wet cloth is enough.  
(b) Yes, taking a bath regularly is essential regardless of climate.      (d) None of the above.  
less of climate.

**Answer:** (b) Yes, taking a bath regularly is essential regardless of climate.

8. Radha applies hair oil to grow hair but doesn't wash it, causing a bad smell. What is the best suggestion?

- (a) Leave it in, it helps growth. (c) Stop applying oil entirely.  
 (b) Apply at night, wash before leaving home. (d) Pour water over oiled hair to reduce smell.

**Answer:** (b) Apply at night, wash before leaving home.

## Assertion-Reasoning Questions

*Options: (A) Both A and R are true, and R is the correct explanation of A. (B) Both A and R are true, but R is NOT the correct explanation of A. (C) A is true, R is false. (D) A is false, R is true.*

1. **Assertion (A):** Interests and abilities are always the exact same thing.  
**Reason (R):** You might enjoy watching cricket (interest) but lack the physical skills to play it professionally (ability).  
**Answer:** (D) Assertion is false (they are different), Reason is true and correctly explains the difference.
2. **Assertion (A):** Taking feedback positively is crucial for the 'L' step in the SMILE model.  
**Reason (R):** Treating criticism as a chance to improve helps maintain a positive attitude rather than feeling attacked.  
**Answer:** (A) Both are true, and R correctly explains A.

## One-Word / Brief Answer

1. What is the term for knowing your own values, strengths, and weaknesses? **Answer:** Self-Awareness.
2. Which model is used to describe the three steps of personal hygiene? **Answer:** CARE, WASH, AVOID.
3. What does the 'E' in SMILE stand for? **Answer:** Express gratitude.
4. What is another name for 'weaknesses' in self-management? **Answer:** Areas of improvement.
5. Who is given as an example of 'Hard Work' overcoming physical challenges in gymnastics? **Answer:** Dipa Karmakar.

## Differentiate Between

| Concept                        | Difference                                                                                                                                                                |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Interests vs. Abilities</b> | Interests are things you enjoy (e.g., listening to music). Abilities are natural/acquired skills allowing you to perform a task well (e.g., actually playing the guitar). |
| <b>Dressing vs. Grooming</b>   | Dressing is simply putting on clothes. Grooming is the entire process of making yourself look neat, tidy, and smart (including hair, face, and hygiene).                  |

## Short Answer Questions

1. **List three qualities of a self-confident person.**  
**Answer:** Three qualities are Self-Belief (trusting your capabilities), Hard Work (putting in the effort to succeed), and Positive Attitude (focusing on the good even in failure).

2. **What are the three steps to building self-confidence?**

**Answer:** (1) Appreciate your achievements and accept failures as learning experiences. (2) Have a clear goal and take small steps towards it. (3) Always look at the good side, be happy, and surround yourself with positive people.

3. **Why is personal hygiene important? Give two reasons.**

**Answer:** Personal hygiene is important because it (1) helps you stay healthy and prevents infections, and (2) creates a good image and boosts self-confidence by preventing body odour and bad breath.

## Long Answer Questions

1. **Explain the SMILE model for positive thinking with examples.**

**Answer:** The SMILE model helps cultivate a positive attitude:

- **S (Start your day positively):** Exercise or read a good book in the morning.
- **M (Manage time to relax):** Take a 10-minute break to breathe deeply during homework.
- **I (Imagine the best):** Instead of thinking "I will fail," think "I will study hard and pass."
- **L (Learn from feedback):** When a teacher corrects your project, use the advice to improve instead of getting angry.
- **E (Express gratitude):** Thank your parents or friends for their support daily.

2. **Describe the CARE, WASH, AVOID framework for personal hygiene.**

**Answer:** This framework ensures total cleanliness:

- **CARE:** Taking proactive care of the body (brushing teeth daily, cutting nails weekly, keeping hair dandruff-free).
- **WASH:** Removing dirt and germs (bathing daily, washing hands frequently with soap, washing clothes).
- **AVOID:** Preventing the spread of germs (covering your mouth when coughing/sneezing, changing socks daily to avoid foot infections).

## Competency-Based Questions

1. **Case Study:** Manish got admission to a new school. His clothes were not clean, shoes were unpolished, and laces untied. He did not smile at anyone and looked sad.

- **Q1:** What specific self-management skill is Manish lacking regarding his appearance?

**Answer:** He is lacking Grooming and Personal Hygiene skills.

- **Q2:** How does his lack of grooming affect his self-confidence?

**Answer:** Poor grooming makes him feel unprepared and self-conscious, leading him to look sad and lack the confidence to smile or interact with new people.

- **Q3:** What two immediate actions should Manish take regarding his clothes and shoes?

**Answer:** He should ensure his clothes are washed and ironed, and he must polish his shoes and tie his laces neatly.

- **Q4:** If Manish improves his grooming, what psychological benefit will he experience?

**Answer:** He will feel more confident about himself and make a good first impression, which will help him make friends.