

Comprehensive Notes On Self-management Skills

Class X - Employability Skills

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1 Introduction to Self-management

1.1 What is Self-management?

What It Is: Self-management, also known as 'self-control,' is the ability to effectively control your emotions, thoughts, and behaviour in different situations. It includes motivating yourself and setting goals.

Why It Matters: Employers strongly prefer people with good self-management skills because they can work independently, solve problems, and handle stress better than others.

How It Works / Analogy: Think of your brain as a smartphone. Self-management is the operating system that keeps all the apps (your emotions, tasks, and time) running smoothly without crashing, even when the battery (your energy) is low.

Basics of Self-management

To perform well at work and life, you must master skills like discipline, timeliness, goal-setting, problem-solving, teamwork, and professionalism. Key skills to master include:

-  **Self-awareness:** Gathering insights on your personality and work-specific proficiencies by asking for honest feedback.
-  **Responsibility:** Taking complete ownership of your tasks. If you can't complete a task, report it and correct it.
-  **Time Management:** Prioritising tasks, removing waste from your work, and following a timetable diligently.
-  **Adaptability:** Staying current with best practices and preparing yourself for new changes so you can transition seamlessly.

2 Session 1: Stress Management

2.1 Stress and Stress Management

What It Is: Stress is our emotional, mental, physical, and social reaction to any perceived demands or threats. These demands or threats are called **stressors**.

Why It Matters: While a little stress can motivate you to achieve more, prolonged stress causes health problems and mental troubles, limiting your ability to function well at home or school.

How It Works / Analogy: A little stress is like a fire alarm—it alerts you to avoid danger. But if the alarm rings continuously, it causes panic and damages your well-being.

The ABC of Stress Management

Always keep in mind the ABC of stress management:

- **A (Adversity):** The stressful event (e.g., An upcoming exam).
- **B (Beliefs):** The way you respond to or think about the event (e.g., "I will fail" vs. "I will prepare well").
- **C (Consequences):** Actions and outcomes of the event (e.g., Panic vs. Focused studying).

2.2 Three Steps to Manage Stress

1. **Be aware that you are stressed:** Look out for signs like headache, sleeplessness, sadness, or excessive worrying.
2. **Identify what is causing you stress:** Find the root cause (e.g., exams, family pressure, poor diet).
3. **Apply stress management methods:** Use time management, talk to someone, or relax by exercising.

2.3 Management Techniques

- **Time management:** Proper time management is highly effective in relieving stress.
- **Physical exercise and fresh air:** Yoga, meditation, deep breathing, and outdoor play improve blood circulation and relax the body.
- **Healthy diet:** Eating a balanced diet (Dal, Roti, vegetables, fruits) gives you the strength to do daily work efficiently.
- **Positivity:** Focus on the good things instead of negative aspects. Maintain a positive attitude to improve next time.
- **Organising academic life; no delaying:** Keep class notes organised and finish assignments on time to reduce stress.
- **Sleep:** Get at least 7 hours of sleep so your brain and body can recharge.
- **Holidays with family and friends:** Take breaks during vacations to refresh yourself.

2.4 Ability to Work Independently

What It Is: The ability to work independently means being a calm, relaxed person who is self-aware, self-monitoring, and self-correcting.

Why It Matters: It allows you to take initiative, recognize your own mistakes without blaming others, and continuously learn.

2.5 Emotional Intelligence

What It Is: Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.

Why It Matters: It helps you overcome failures easily, keep an open mind, and maintain better relationships with friends and family.

How It Works / Analogy: If you lose a competition, emotional intelligence helps you accept defeat gracefully and work harder, rather than shouting and crying (which is a lack of emotional intelligence).

Three Skills of Emotional Intelligence

- **Emotional awareness:** Identifying and naming your own emotions.
- **Harnessing emotions:** Applying emotions to tasks like thinking and problem-solving.
- **Managing emotions:** Regulating your emotions when necessary and helping others do the same.

3 Session 2: Self-awareness - Strength and Weakness Analysis

3.1 Knowing Yourself

What It Is: Self-awareness is knowing your inner strengths, hidden talents, skills, and weaknesses. It involves understanding your beliefs, background, opinions, likes/dislikes, and values.

Why It Matters: You can only measure your strengths and weaknesses if you truly understand who you are. This helps convert weaknesses into strengths, leading to success.

How It Works / Analogy: Think of yourself as a video game character. Knowing your 'stats' (strengths and weaknesses) helps you choose the right quests (career paths) and avoid challenges you aren't ready for yet.

3.2 Techniques for Identifying Strengths and Weaknesses

- **Finding Strengths (Abilities):** Think of anything you are always successful at, what others like in you, and what you naturally do well.
- **Finding Weaknesses:** Point out areas where you struggle, look at the feedback others usually give you, and accept your weaknesses without feeling low.

⚠ Interests vs. Abilities

It's crucial to differentiate between what you like and what you are good at:

Concept	Description
Interests	Things you like to do in your free time, are curious about, or want to learn.
Abilities (Strengths)	An acquired or natural capacity that enables you to perform a particular job with proficiency.

Warning: If your interests don't match your abilities (e.g., you like music but cannot sing), either improve your abilities or follow a different path!

4 Session 3: Self-motivation

4.1 Understanding Motivation

What It Is: Self-motivation is the force within you that drives you to do things without someone else telling you or influencing you.

Why It Matters: It is the key to achieving your goals, feeling happy, and improving your quality of life, much like the slow but motivated tortoise who won the race against the hare.

i Types of Motivation

- **♥ Internal Motivation (LOVE):** Doing things because they make us happy, healthy, and feel good (e.g., learning to dance for joy).
- **🏆 External Motivation (REWARD):** Doing things because they give us respect, recognition, and appreciation (e.g., running a race to win a prize).

4.2 Building Self-motivation

Follow these four steps to build your self-motivation:

1. **Find out your strengths:** Identify your likes/dislikes and understand what makes you happy.
2. **Set and focus on your goals:** Define what you want to achieve and focus your energy on it.
3. **Develop a plan to achieve your goals:** Set timelines and list the activities required to achieve the goal.
4. **Stay loyal to your goals:** Work towards your goal even when facing difficult times or failure.

5 Session 4: Self-regulation - Goal Setting

5.1 Goals and SMART Goals

What It Is: Goals are a set of dreams with a deadline. Goal setting is the process of finding and listing your goals, then planning how to achieve them.

Why It Matters: A clear vision helps you focus on the end result instead of less important work, making you successful in your career and personal life.

How It Works / Analogy: A goal without a plan is like driving without a map—you might end up somewhere, but rarely where you actually wanted to go.

The SMART Method

To set effective goals, use the SMART method:

- **Specific:** Clear and answers who, what, where, when, and why (e.g., "I will learn to speak English fluently by joining classes...").
- **Measureable:** Answers "How much?", "How many?", and "How do I know I achieved results?" (e.g., "I want to have 5 times more money...").
- **Achievable:** Break down big goals into smaller, realistic parts (e.g., To become a teacher: Complete secondary → Graduation → B.Ed.).
- **Realistic:** A goal you can actually achieve and work towards (e.g., "I spend 3 hours daily to revise" instead of "I will read the whole syllabus in one day").
- **Time bound:** Must have a timeframe or deadline (e.g., "I want to lose 10 kg in the next 6 months").

6 Session 5: Self-regulation - Time Management

6.1 Time Management and Its Importance

What It Is: Time management is the ability to plan and control how you spend the hours of your day well to do all that you want to do.

Why It Matters: It helps you complete tasks on time, make a daily timetable, submit assignments, and avoid wasting time.

6.2 Four Steps for Effective Time Management

1. **Organise:** Plan day-to-day activities, follow a timetable, keep surroundings clean, and put things back where they belong.
2. **Prioritise:** Make a to-do list of all activities and rank them in order of importance. Do the most important task first.
3. **Control:** Have control over your activities. Avoid time-wasters like chatting on the phone or surfing gossip sites.
4. **Track:** Identify and note where you have spent your time. Analyse if it was used effectively to identify time-wasting activities.

Tips for Practicing Time Management

- Avoid delay or postponing any planned activity.
- Organise your room and school desk.
- Develop a 'NO DISTURBANCE ZONE' for completing important tasks.
- Use waiting time productively.
- Prepare a 'To-do' list and prioritise.
- Replace useless activities with productive ones.

7 Comprehensive Question Bank

7.1 Multiple Choice Questions (MCQs)

1. What is the ability to control one's emotions, thoughts, and behaviour in different situations known as?

(A) Self-awareness (C) Self-management
(B) Self-motivation (D) Self-esteem

Answer: (C) Self-management. Explanation: Self-management is the overarching skill of controlling emotions, thoughts, and behaviours effectively.

2. Which of the following is an example of an internal motivation?

(A) Participating in a race for a trophy (C) Working hard for a salary bonus
(B) Dancing because it makes you happy (D) Studying to get praise from parents

Answer: (B) Dancing because it makes you happy. Explanation: Internal motivation comes from within, like doing things that make us happy and feel good.

3. What does the 'S' stand for in SMART goals?

(A) Smart (C) Strong
(B) Specific (D) System

Answer: (B) Specific. Explanation: Goals must be clear and answer the who, what, where, when, and why.

4. Which of these is a healthy stress management technique?

(A) Delaying tasks to the last minute (C) Practicing yoga and meditation
(B) Overeating junk food (D) Arguing with friends

Answer: (C) Practicing yoga and meditation. Explanation: Physical exercise and fresh air help in proper blood circulation and relax the body.

5. A situation or demand that causes stress is called a:

(A) Motivator (C) Stressor
(B) Target (D) Goal

Answer: (C) Stressor. Explanation: Any perceived demand or threat that causes stress is referred to as a stressor.

6. What is the first step in effective time management?

(A) Track (C) Prioritise
(B) Organise (D) Control

Answer: (B) Organise. Explanation: The four steps are Organise, Prioritise, Control, and Track.

7. If you like music but are not good at singing, music is your:

- (A) Strength
- (B) Interest
- (C) Ability
- (D) Weakness

Answer: (B) Interest. Explanation: Interests are things you like to do, but an ability is an acquired or natural capacity to perform a task.

8. Identifying and naming one's own emotions is a part of:

- (A) Time management
- (B) Emotional intelligence
- (C) Goal setting
- (D) Physical health

Answer: (B) Emotional intelligence. Explanation: Emotional awareness is a key component of emotional intelligence.

9. The 'R' in SMART goal stands for:

- (A) Regular
- (B) Relevant
- (C) Realistic
- (D) Rapid

Answer: (C) Realistic. Explanation: A realistic goal is something that we want to achieve and can realistically work towards.

10. When we make a 'To-do' list and rank activities in order of importance, we are:

- (A) Organising
- (B) Tracking
- (C) Prioritising
- (D) Controlling

Answer: (C) Prioritising. Explanation: Prioritising helps us get the most important task done first.

11. In the ABC of stress management, 'C' stands for:

- (A) Control
- (B) Consequences
- (C) Cause
- (D) Cure

Answer: (B) Consequences. Explanation: Consequences refer to the actions and outcomes of the stressful event.

12. Which of the following is NOT a step in building self-motivation?

- (A) Finding your strengths
- (B) Blaming others for failure
- (C) Setting goals
- (D) Developing a plan

Answer: (B) Blaming others for failure. Explanation: Self-motivated people take responsibility rather than blaming others.

13. The ability to work independently requires:

- (A) Self-awareness
- (B) Self-monitoring
- (C) Self-correcting
- (D) All of the above

Answer: (D) All of the above. Explanation: Working independently means becoming a calm person who is self-aware, monitors themselves, and self-corrects.

14. What type of motivation is driven by rewards and respect?

- (A) Internal Motivation
- (B) External Motivation

- (C) Stress Motivation
- (D) Intrinsic Motivation

Answer: (B) External Motivation. Explanation: We do things because they give us respect, recognition, and appreciation from the outside.

15. A goal without a specific timeframe is likely to:

- (A) Be achieved faster
- (B) Be delayed or ignored

- (C) Be highly realistic
- (D) Cause extreme stress

Answer: (B) Be delayed or ignored. Explanation: A goal must be time-bound to encourage actions that fulfill it completely.

7.2 Assertion-Reasoning Questions

Options for all questions: 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 but R is false. D) A is false but R is true.

1. **Assertion (A):** Taking a walk or playing in the park helps reduce stress.
Reason (R): Physical exercise provides fresh oxygen and improves blood circulation, relaxing the body.
Answer: (A). Both are true, and physical exercise scientifically reduces stress because of improved circulation and oxygen.
2. **Assertion (A):** You should always set goals that are extremely difficult and impossible to achieve in a short time.
Reason (R): Realistic goals ensure that you can work towards them without feeling overwhelmed.
Answer: (D). A is false because goals should be Achievable and Realistic, not impossible. R is true.
3. **Assertion (A):** If you like painting, it means painting is your ability.
Reason (R): Interests are things you like doing, while abilities are acquired or natural capacities to perform a task well.
Answer: (D). A is false because liking painting is an interest; being good at it is an ability. R is true.
4. **Assertion (A):** Self-motivation is the ability to do things without someone else telling you to do them.
Reason (R): Self-motivated people are highly focused, know what is important, and are dedicated to fulfilling their dreams.
Answer: (B). Both A and R are true, but R is a list of qualities of a self-motivated person rather than the exact logical explanation of the definition in A.
5. **Assertion (A):** Stress is always harmful and has no positive effects.
Reason (R): Prolonged stress causes health problems and mental troubles.
Answer: (D). A is false because a little stress can motivate you to finish an assignment (e.g., a deadline). R is true.

7.3 One-Word / Brief Answer Questions

1. What term is used for demands or threats that cause stress?
Answer: Stressors.
2. Name the ability to identify and manage your own emotions and the emotions of others.
Answer: Emotional Intelligence.

3. What does the 'M' in SMART goals stand for?
Answer: Measureable.
4. Which step in time management involves making a 'To-do' list?
Answer: Prioritise.
5. What is the motivation called when you do something because it makes you happy?
Answer: Internal Motivation.
6. What is a 'dream with a deadline' known as?
Answer: A Goal.
7. Which aspect of SMART emphasizes that a goal should not be impossible?
Answer: Achievable (or Realistic).
8. Name the technique where you avoid time-wasters like chatting on the phone.
Answer: Control (in Time Management).
9. What do we call things that you like to do in your free time?
Answer: Interests.
10. What do we call an acquired or natural capacity to perform a particular job?
Answer: Ability.

7.4 Differentiate Between

1. Interests vs. Abilities

Answer:

Interests	Abilities
Things you like to do in your free time that make you happy. You might be curious about it even if nobody asks you to do it.	An acquired or natural capacity to do something well. Enables you to perform a particular job with considerable proficiency.

2. Internal Motivation vs. External Motivation

Answer:

Internal Motivation (LOVE)	External Motivation (REWARD)
Doing things because they make us happy, healthy, and feel good. Example: Learning to dance because you enjoy it.	Doing things because they give us respect, recognition, and appreciation. Example: Participating in a race to win a prize.

3. Achievable Goal vs. Realistic Goal (in SMART)

Answer:

Achievable	Realistic
Focuses on whether you have the tools, resources, and steps to make the goal happen.	Focuses on whether the goal makes sense in your current situation and is practical.
Example: Breaking "become a teacher" into smaller goals like completing graduation.	Example: "I will study 3 hours daily" is realistic, while "I will study 24 hours straight" is not.

4. Stress vs. Stressor

Answer:

Stress	Stressor
The emotional, mental, physical, and social reaction you experience.	The actual demand or threat that causes the reaction.
Example: Feeling nervous, getting a headache.	Example: An upcoming exam or a family pressure.

5. Organise vs. Prioritise (in Time Management)

Answer:

Organise	Prioritise
Planning day-to-day activities and keeping the study table clean.	Making a list of activities and ranking them by importance.
Focuses on structure and environment.	Focuses on deciding what to do first.

7.5 Short Answer Questions

1. What is self-management?

Answer: Self-management is the ability to control one's emotions, thoughts, and behaviour effectively in different situations. It includes motivating oneself and setting goals.

2. How does stress affect us?

Answer: A little stress can motivate us to finish tasks on time. However, excessive or prolonged stress harms our emotional and physical health, limiting our ability to function well at home or school.

3. List three simple stress management techniques.

Answer: 1. Proper time management. 2. Physical exercise and fresh air. 3. Eating a healthy and balanced diet.

4. What are the three steps to manage stress?

Answer: 1. Be aware that you are stressed. 2. Identify what is causing you stress. 3. Apply stress management methods (like exercising or talking to someone).

5. What does it mean to work independently?

Answer: It means becoming a calm and relaxed person who is self-aware, takes initiative, recognises mistakes without blaming others, and learns continuously.

6. Define emotional intelligence.

Answer: Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.

7. **Why is self-awareness important?**

Answer: Self-awareness helps you identify your strengths and weaknesses. It allows you to convert weaknesses into strengths and attain success in life.

8. **What are the four steps to build self-motivation?**

Answer: 1. Find out your strengths. 2. Set and focus on your goals. 3. Develop a plan to achieve your goals. 4. Stay loyal to your goals.

9. **Write the full form of SMART goals.**

Answer: S - Specific, M - Measureable, A - Achievable, R - Realistic, T - Time bound.

10. **Name the four steps for effective time management.**

Answer: The four steps are Organise, Prioritise, Control, and Track.

7.6 Long Answer Questions

1. **Explain the ABC of stress management with an example.**

Answer: The ABC of stress management helps in understanding how we react to stressful events:

- **A (Adversity):** This is the stressful event itself. Example: You have a difficult math exam tomorrow.
- **B (Beliefs):** This is how you respond to the event mentally. Example: You might think "I am going to fail because math is too hard."
- **C (Consequences):** These are the actions and outcomes of your beliefs. Example: Because you believe you will fail, you panic, cry, and are unable to focus on studying, resulting in poor marks. Managing your beliefs (B) positively changes the consequences (C).

2. **Discuss the three skills that comprise emotional intelligence.**

Answer: Emotional intelligence generally includes at least three skills:

- **Emotional awareness:** The ability to identify and name your own emotions. You observe your behaviour and note what you are feeling.
- **Harnessing emotions:** The ability to harness and apply emotions to constructive tasks like thinking, rationalising, and problem-solving, rather than taking abrupt decisions.
- **Managing emotions:** The ability to regulate one's own emotions when necessary (e.g., keeping calm through meditation) and helping others to do the same.

3. **How can a student identify their strengths and weaknesses? Why is it crucial to know the difference between interests and abilities?**

Answer: To identify strengths, a student should think about what they are always successful at, what others like in them, and what they do well. To find weaknesses, they should point out areas where they struggle and listen openly to feedback from others.

It is crucial to know the difference between interests (what you enjoy doing) and abilities (what you are naturally good at). If your interests do not match your abilities (e.g., you love cricket but cannot hit a ball), you might struggle to succeed professionally in that field unless you focus heavily on improving your abilities or choose a different path.

4. **Explain the SMART method of goal setting with the help of an example.**

Answer: The SMART method ensures goals are clear and reachable.

- **Specific:** Clear and well-defined. "I want to improve my English speaking skills."
- **Measureable:** How much or how many. "I will learn 5 new words every day."

- **Achievable:** Broken down into smaller tasks. "I will join an online spoken English class."
- **Realistic:** Practical and doable. "I will dedicate 30 minutes every evening."
- **Time-bound:** Has a deadline. "I will be able to give a 5-minute speech fluently in 3 months."

5. **Describe the four steps for effective time management.**

Answer:

- **Organise:** Plan day-to-day activities. Keep your surroundings and study table clean so you don't waste time looking for things.
- **Prioritise:** Make a 'To-Do' list. Rank tasks in order of importance so the most critical tasks are completed first.
- **Control:** Have strict control over activities. Avoid time-wasters like surfing gossip sites or chatting endlessly on the phone.
- **Track:** Identify and note where you have spent your time throughout the day to analyse if it was used effectively and to spot time-wasting habits.

7.7 Case-Study / Competency-Based Questions

Case Study 1: Ravi and Shiv are best friends practising for the annual school dance competition. They are both performing solo. On the day of the competition, Shiv wins. Ravi feels extremely sad and dejected. He shouts at Shiv unnecessarily, cries, and stops talking to his parents for 3-4 hours.

1. **Which crucial skill is Ravi lacking in this situation?**

Answer: Ravi is lacking Emotional Intelligence (specifically, managing emotions).

2. **What is the consequence of Ravi's lack of this skill?**

Answer: He shouted at his best friend unnecessarily, ruining his relationship, and distressed his parents by not speaking to them.

3. **How would an emotionally intelligent person react in Ravi's place?**

Answer: An emotionally intelligent person would have accepted the defeat gracefully, congratulated Shiv, and resolved to practice harder for the next competition.

4. **Which stress management technique could Ravi use immediately to calm down?**

Answer: Ravi could use positivity (focusing on the fact that he performed well even if he didn't win) or take deep breaths to relax his body.

Case Study 2: Nisha usually arrives late to work. She does not submit her assignments on time. She often gets carried away surfing the internet or chatting on the phone and forgets the main tasks at hand. When deadlines approach, she panics and feels overwhelmed.

1. **What is the main problem Nisha is facing?**

Answer: Nisha is suffering from poor Time Management.

2. **Which step of time management is Nisha failing at when she gets carried away on her phone?**

Answer: She is failing at the 'Control' step, as she is not avoiding time-wasters.

3. **What should Nisha do to ensure she does her main tasks first?**

Answer: Nisha should 'Prioritise' by making a To-Do list and ranking her assignments in order of importance.

4. **How is Nisha's poor time management affecting her stress levels?**

Answer: Because she delays her work (procrastination), deadlines creep up on her, causing severe panic, feeling overwhelmed, and high stress levels (Adversity).