

# Self Management

## Fastrack REVISION

- ▶ **Self-management** means management of oneself; taking responsibility of your own behaviour and well-being. It incorporates understanding yourself, managing your strengths and weaknesses, and taking responsibility of your growth.
- ▶ **Self-management** means becoming your own master or your own boss. It means taking responsibility of your actions and giving your best in whatever you do. It makes a person organised and well-equipped to manage and handle different situations.
- ▶ **Self-management** also refers to self-control or self-regulation that helps in managing stress, controlling emotions, motivating oneself and working towards personal and academic goals.
- ▶ **Self-management** skills are very important, but are difficult to learn. Some people have innate management skills whereas most of us have to acquire and develop these skills with practice, time and reflection. These skills help us become confident, self-dependent and achieve our goals.
- ▶ **Positive Outcomes of Self-Management:** Self-management helps individuals to work independently, actively monitor and reinforce one's own behaviour. Following are the benefits of self-management:
  - **It Boosts the Decision-making Capacity of an Individual:** Self-management makes an individual more determined and focussed. When we know what our goals are and are determined enough to achieve them, it becomes easier to take appropriate and right decisions.
  - **It Increases the Chances of Success:** Self-management is the key to success. It increases the chances of success manifold as the person practicing self-management gets better results of his/her efforts.
  - **It Helps in Curtailing Impulsive Behaviour:** Self-management helps in evaluating one's own thoughts and feelings so there is less chance that one will behave impulsively.
  - **It Improves Focus:** Self-management allows us to focus our energies on at tasks in hand and rule out distractions, which ensures that we perform to the best of our abilities.
  - **It Promotes Congruence:** Self-management can lead to better congruence. Our thoughts are fully aligned with our behaviour. So, we have more respect for our decisions. People who practice self-management lead more harmonious lives because they know how to manage and handle different situations. People who practice self-management can easily correlate things and find similarities and hence there are less chances of conflict of ideas.
- **It Improves our Performance in all Spheres:** Self-management touches every sphere of life, be it personal or professional, thus, it helps in the improvement of all round performance.
- ▶ **Self-Management Skills:** The following important self-management skills can help an individual lead a happy and successful life, both personally and professionally.
  - **Self-confidence:** Self-confidence is a feeling of having faith in one's capabilities, qualities and judgement. Self-confident people have positive attitude towards everything. They not only live their life positively, but also have the courage to face their fears and worries. A self-confident person respects himself/ herself and is also well aware of one's own strengths and weaknesses and continuously strives to overcome them.
  - **Stress-management Skill:** In today's scenario, it is impossible to find a stress-free environment. To live a healthy life, we have to cope with the stress-causing agents and manage our lives. Stress reduces our productivity. It also affects our performance, hampers concentration and has a harmful impact on our memory. Stress management techniques allow us to be proactive in managing things.
  - **Time Management and Organisational Skills:** Time management is a skill of planning and organising the time to manage all activities. Good time management enables one to work effectively and efficiently, so that more work may be done in less time. Organisational skill is the ability to use time and energy in a most effective manner, so that one can achieve the things one desires. Time management and organisational skills are must, if we have to work at the most effective and productive level.
  - **Self-motivation:** Self-motivation is one of the most powerful forces that impels one to do things and attain success. It is the force that drives one to work hard and put efforts for self-development and personal fulfilment. It means being always ready to



face challenges. It is not necessary that one is born with this skill.

- **Positivity:** To lead a harmonious life, it is vital to have a positive outlook. Life is full of ups and downs. Problems are inevitable. But, what matters the most is how you tackle or face situations. One cannot pretend to be positive, it needs to be inculcated. Keep motivating yourself to achieve the set goals.
- **Self-awareness:** Before setting up your goals or before you expect anything from others or even from yourself, you must know who you are. Understand the reasons for your own behaviour. We are responsible for our own actions. One must observe oneself regularly.

- **Responsibility:** Taking responsibility of your actions is like moving a step closer to self-management. Though we start learning this skill during childhood, mastering this skill takes years. In order to be responsible, one must learn to prioritise things. Do the task as per priority and take responsibility of the actions or mistakes. Self-development is all about expanding oneself and our horizons. Admit the mistakes, learn from them, but keep striving.
- **Productivity:** It is impossible to work  $24 \times 7$  with 100% capacity. Proper planning and time management is the key to get optimum results. The best way to increase productivity is to manage things and time. Even if you have a lot to do, make a schedule and keep some time for relaxation.

## Practice Exercise

### ? Multiple

#### Choice Questions

Q 1. What can self-management do?

- a. It can help an individual to do well in all spheres of life
- b. It can help in minimising anti-social behaviour.
- c. Both a. and b.
- d. None of the above

Q 2. Which of the following is a self-management skill?

- a. Self-control                      b. Productivity
- c. Self-awareness                  d. All of these

Q 3. Why is stress management important?

- a. To Increase the productivity
- b. To make the performance better
- c. To live a healthy life
- d. All of the above

Q 4. Which of the following statement(s) about self-motivation is correct?

- a. It drives one to do things and get success.
- b. It drives one to put efforts for self-development.
- c. It motivates one to be organised.
- d. All of the above

Q 5. What can one do to acquire positivity?

- a. Keep the negative thoughts away
- b. Practice yoga
- c. Breathing exercises
- d. Stay away from comparison

Q 6. .... is the ability to regulate one's emotions, thoughts and behaviour effectively in different situations.

- a. Self Management                  b. Self regulate
- c. Self Control                      d. All of these

Q 7. Ram is a very good student. He has a very strong self-management skills. He will be able to .....

- a. manage different activities effectively
- b. focus on different task

c. cooperating with others in school and at home and perform better in their studies

d. All of the above

Q 8. Self-management can help in .....

- a. developing good habits
- b. overcoming bad habits
- c. overcoming challenges and difficulties
- d. All of the above

Q 9. Self management skills include .....

- a. Self Confidence
- b. Self-Awareness
- c. Self-Motivation
- d. All of the above

Q 10. Anshuman believes that he can do any task and also he is not scared of taking risk. This shows that he is .....

- a. Self-Aware
- b. Self-Motivated
- c. Self-Confident
- d. Problem Solving

Q 11. Which of the following is not a self-management skill?

- a. Self-motivation                      b. Time management
- c. Financial planning                  d. Positivity

### ? Fill in the Blanks

#### Type Questions

Q 12. Self-management helps in making right ..... and take ..... decisions.

Q 13. Self-management skills boost the ..... capacity of an individual.

Q 14. Stress reduces the ..... of an individual.

Q 15. .... helps an individual to do more work in less time.

Q 16. Knowing oneself is .....



## ? Assertion and Reason

### Type Questions

**Directions (Q. Nos. 17-21):** In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.

**Q 17. Assertion (A):** Time management and organisational skills are must, if we have to work at the most effective and productive level.

**Reason (R):** Always remember that we can make right choices and take right decisions only when we are in a calm state of mind.

**Q 18. Assertion (A):** Stress reduces our productivity. It also affects our performance, hampers concentration and has a harmful impact on our memory.

**Reason (R):** Stress management techniques allow us to be proactive in managing things.

**Q 19. Assertion (A):** Self-confident person respects himself/ herself and is also well aware of one's own strengths and weaknesses and continuously strives to overcome them.

**Reason (R):** Self-confident people have negative attitude towards everything. They not only live their life positively, but also have the courage to face their fears and worries.

**Q 20. Assertion (A):** Self-management touches every sphere of life, be it personal or professional, thus, it helps in the improvement of all round performance.

**Reason (R):** Self-management helps in evaluating one's own thoughts and feelings so there is less chance that one will behave impulsively.

**Q 21. Assertion (A):** Self-management strategies does not motivate students to set their own goals and compare their present performance as they work towards achieving the set goals.

**Reason (R):** Some people have innate management skills whereas most of us have to acquire and develop these skills with practice, time and reflection.

### Answers

1. (c) 2. (d) 3. (d) 4. (d) 5. (a) 6. (d)  
7. (d) 8. (d) 9. (d) 10. (c) 11. (c)  
12. choices, correct 13. decision making  
14. productivity 15. time management  
16. self-awareness  
17. (b) 18. (a) 19. (c) 20. (b) 21. (d)

## ? Case Study Based

### Questions

### Case Study 1

Self-management skills allow people to control and regulate their emotions, thoughts and behaviour effectively in different situations. Employees with strong self-management skills can set independent goals and do everything possible to achieve them. Such employees know the importance of controlling emotions and behaviour at the workplace.

Employers prefer candidates with strong self-management skills because when someone finds it difficult to control their thoughts and emotions, they might end up snapping at a customer or saying hurtful things to their colleagues. People with self-management skills are better at managing their behaviour, which leads to smarter workplace actions.

**Q 1. If you know yourself as an individual – your values, likes, dislikes, strengths and weaknesses. It means that you are .....**

- a. Self-Confident b. Self-Control
- c. Self-Motivated d. Self-Aware

**Q 2. Which of the following is not a self-management skill?**

- a. Problem solving b. Bargaining
- c. Self-understanding d. Confidence building

**Q 3. Grooming is a term associated with .....**

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

**Q 4. Which of the following skills refer to Working together with people to accomplish shared goals?**

- a. Time Management b. Goal Setting
- c. Team Work d. Positive thinking

### Answers

1. (d) 2. (b) 3. (c) 4. (c)

### Case Study 2

Stress is the way human beings react both physically and mentally to changes, events, and situations in their lives. People experience stress in different ways and for different reasons. The reaction is based on your perception of an event or situation. If you view a situation negatively, you will likely feel distressed—overwhelmed, oppressed, or out of control. Distress is the more familiar form of stress. The other form, eustress, results from a “positive” view of an event or situation, which is why it is also called “good stress.”



- Q 1. How many types of stress?  
 Q 2. What is Eustress?  
 Q 3. What is Distress?  
 Q 4. Why you need to manage the stress?

## Answers

1. There are two types of stress: Eustress and Distress.
2. Good or Positive stress is known as Eustress. It is identified by excitement, elation and charging up of emotions.
3. Negative type of stress is known as distress. It can be dangerous if not identified at time.
4. We need to manage the stress because it will start taking a toll on one's body.

## ? Very Short Answer

### Type Questions

#### Q 1. What is mean by self-management?

**Ans.** Self-management means management of oneself; taking responsibility of your own behaviour and well-being. It incorporates understanding yourself, managing your strengths and weaknesses, and taking responsibility of your growth.

#### Q 2. Why is self-management important?

**Ans.** Self-management plays an important role in planning and completing our tasks on time, staying focussed, developing new skills, achieving our goals and knowing our own strengths and weaknesses.

#### Q 3. What is self-awareness and why is it important?

**Ans.** Self-awareness is the ability to know oneself and it is important as it helps in recognising one's own strengths and weaknesses.

#### Q 4. What is time management?

**Ans.** Time management is the process through which one can organise and plan how to manage time so as to complete assigned tasks, effectively and efficiently.

#### Q 5. What should one do to deliver his/her best in any work?

**Ans.** The following things can help in giving one's best at work.

- Understand the goals.
- Plan and organise the work.
- Have a positive attitude.
- Take Initiative.
- Be open to learning and feedback.

#### Q 6. Why is positive attitude the need of the hour?

**Ans.** Positive attitude helps one to handle and manage different situations of our day-to-day life. It brings cheerfulness and helps us in keeping the worries and negative thoughts away. It brings constructive changes and makes us more successful.

#### Q 7. How self-management increases the chances of success?

**Ans.** Self-management is the key to success. It increases the chances of success manifold as the person practicing self-management gets better results of his/her efforts.

## ? Short Answer

### Type Questions

#### Q 1. Explain responsibility as an important skill of self-management.

**Ans.** Responsibility is an important skill. It helps by making us aware about ourselves. It gives us control over our lives. When we take responsibility, we learn so many new things. Even if we fail, we get to know about our capabilities. We begin to explore new opportunities and this leads to self-development. Taking responsibility of our actions is like moving a step closer to self-management. It not only helps in boosting our confidence level, but also makes us aware about our strengths and weaknesses.

#### Q 2. Define Self-management. Explain how it helps in curtailing antisocial and impulsive behaviour.

**Ans.** Self-management is the ability of an individual to adjust and modify their emotions and behave according to the accepted norms of the society. It includes how an individual copes with unknown wants or needs, handle obstacles and set goals for himself/herself. It can also help in minimising antisocial and offending behaviour of individuals. Self-management helps in evaluating our thoughts and feelings, so there is less chance that one will behave impulsively. It helps in making right choices and taking appropriate decisions. It equips one to manage and control emotions and act appropriately. It makes one conscious about oneself and when we are conscious, we behave in an acceptable manner.

#### Q 3. What is self-confidence? How is it useful?

**Ans.** Self-confidence is a feeling of having faith in one's capabilities, qualities and judgment. Self-confident people have positive attitude towards everything. They live their lives positively and have the courage to face their fears and worries. They have greater self-worth and higher self-esteem. When we do not doubt our self and our abilities, we get a greater peace of mind and a stress-free life. If we are confident, we keep striving and exploring new things and it keeps us motivated. Self-confident people easily achieve success.

#### Q 4. How self-management leads to productivity?

**Ans.** It is impossible to work 24 × 7 with 100% capacity. Proper planning and time management is the key to get optimum results. The best way to increase productivity is to manage things and time. Even if you have a lot to do, make a schedule and keep some time for relaxation.



## CHAPTER TEST

### Multiple Choice Questions

- Q 1. What is self-management?
- a. Management of oneself      b. Management by others  
c. Self-awareness                d. Self-perseverance
- Q 2. Which of the following statement about self-management is true?
- a. It boosts decision-making capacity.  
b. It decreases the chances of failure.  
c. It increases impulsive behaviour.  
d. It promotes brotherhood.
- Q 3. Which of the following statements about self-management is not true?
- a. It improves our performance in all spheres of life.  
b. It motivates us to keep striving till a goal is achieved.  
c. It promotes rationalism.  
d. It improves focus.
- Q 4. What is time management?
- a. The skill of planning and organising time to manage all activities.  
b. The skill of manipulating work so as to have a leisure time.  
c. The skill of finishing work within 24 hours.  
d. None of the above

### Fill in the Blanks

- Q 5. Self-management means managing your own .....
- Q 6. A person with self-management skills will be more ..... and a .....
- Q 7. People with self-confidence have .....

### Assertion-Reason Type Questions

**Directions (Q. Nos. 8-9):** In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).  
b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).  
c. Assertion (A) is true, but Reason (R) is false.  
d. Assertion (A) is false, but Reason (R) is true.
- Q 8. Assertion (A): Taking responsibility of your actions is like moving a step far to self-management.  
Reason (R): Proper planning and time management is the key to get optimum results. The best way to increase productivity is to manage things and time.
- Q 9. Assertion (A): People with self-motivation are more organised and have good time management skills.  
Reason (R): Achieving self-awareness is an easy task, but investing time will help in the long run.

### Case Study Based Questions

- Q 10. Self-management is the ability to manage your workflow and productivity in the workplace without reliance on a supervisor. Developing and practicing self-management skills can help you improve your workplace performance and positively impact your career development. Self-management skills are crucial to getting ahead both personally and professionally. Some key attributes of employees with solid self-management include:
- **Reliability:** Being able to self-manage tasks shows your supervisor that you are a reliable employee who can complete complex tasks with little or no supervision.
  - **Multi-tasking:** Self-management enables you to juggle different tasks without becoming overwhelmed or stressed.
  - **Time Management:** Self-management leads to good time management skills, allowing you to complete tasks efficiently and prevent procrastination.
  - **Advancement:** When it comes time to be considered for a raise or promotion, having solid self-management skills will help you make a better case for advancement.
- (i) Which of the following skills refer to planning concrete goals to be accomplished within a set timeframe.
- a. Time Management      b. Goal Setting  
c. Team Work                d. Positive thinking
- (ii) Which of the following is not an example of strength?
- a. I am good at understanding other peoples  
b. I am confident in dealing with strangers.  
c. I don't know how to play chess.  
d. I help my parents in household chores.
- (iii) Which of the following statement showing ability of Abhishek?
- a. He love to make new friends.  
b. He like organizing events.  
c. He enjoy making things with my own hands.  
d. He can resolve problems between friends.
- (iv) Personal hygiene is important because, it helps us .....
- a. to stay healthy  
b. to create a good image of ourselves.  
c. to avoid feeling ashamed in public due to our bad breadth, body odour, etc.  
d. All of the above

**Q 11.** Stress is a state of discomfort experienced by an individual. Loss of emotional stability is the general expression of stress. It is generally apparent when the individual experiences a biological disorder. Stress has a positive association with the age, life styles, time constraints and the nature of occupation. Certain occupations are more prone to the stress than the others. For instance, drivers of vehicles, doctors, lawyers and managers are more likely to get stress than teacher, bankers and operating personnel. Individuals feel stress when the needs or desires are not accomplished in the normal expected ways. This is because of the natural constraints operated on the individuals.

- (i) What is the impact of unmanaged stress?
- (ii) List some common types of physical stress?
- (iii) How a student can manage the stress?
- (iv) What are the benefits of stress managements?

### **Very Short Answer Type Questions**

- Q 12.** Define Abilities.
- Q 13.** What is mean by Weakness?
- Q 14.** What is mean by Paralanguage?
- Q 15.** How self-management boosts the decision making capacity of an individual?

### **Short Answer Type Questions**

- Q 16.** How Self-management promotes congruence?
- Q 17.** Define Stress-management Skill?