

Part-A Unit:-2 Self-Management

SESSION 1: Meaning and Importance of Self-Management

➤ Exercise:-

1. What are the benefits of self-discipline?

Answer:- The benefits of self-discipline are as below:

- We have a pleasant personality.
- We inspire others too for self-discipline.
- We can think and plan clearly
- Ability to identify our weaknesses and improve upon them
- Realising our strengths and their use
- Self-respect and respect for others
- Understand importance of time
- Higher achievement rate
- People like and respect us.

2. What do you mean by S.M.A.R.T target?

Answer:- SMART targets are clear, crisp and specific. The achievements of targets should be measurable. Targets should be achievable - not too difficult to achieve and too easy on efforts. Targets should be realistic – achievable with our abilities. Targets should be time-bound – they should be achieved in a set timeline.

3. How is time management important in achieving targets?

Answer:- We plan our goals according to the available time and resources. Managing the time includes keeping track of how much time we utilize in achieving our targets and finishing our tasks. We should plan well to avoid spending more than required time on any task. Keeping track of time and utilizing the time wisely helps us achieve our targets easily.

SESSION 2: - Building Self-Confidence

➤ Exercise:-

1. What are the possible reasons for low self-esteem?

Answer:- Common reasons behind lack of self-esteem or self-confidence are:

- Fear of the failure.
- Seeking other's approval instead of believing in self.
- Lack of efforts in overcoming weaknesses.
- Lack of initiative for any achievable task.
- Poor or incomplete preparation.
- Missing opportunities
- Not learning from failures.

2. List the factors that influence our self-confidence?

Answer:- The factors that influence our self-confidence are:-

Society, culture and community, exposure to media and physical factors.

3. List some steps that you will deploy to enhance your self-confidence.

Answer:- Steps to enhance our self-confidence are positive attitude, seek and face challenges, positive self-criticism, setting realistic goals, be helpful, keeping right company, emotionally intelligent and healthy use of social media.

Assessment

1. What do you mean by the term self-management?

Answer:- Managing oneself in order to achieve desired goals and targets is called self-management.

2. Why is self-management important for us?

Answer:- Self-management help us in maintaining right kind of discipline to plan our goals and targets and achieve them with hard and smart work.

3. You need to prepare for the 100 meter race in the annual sports event of your school to be held after 3 months. Which self-management skills do you need for this?

Answer:- The self-management required in such scenario are organising self as per the set goals, controlling, reflecting, self-motivation, self-discipline and time management.

4. What does the term S.M.A.R.T. stand for?

Answer:- S.M.A.R.T stands for Specific, Measurable, Achievable, Realistic and Time Bound.

5. What do you mean by goal and target?

Answer:- Goal is our aspiration, dream or ambition to achieve something. Once goal is clear, it is divided into short-term SMART targets.

6. What is the meaning of a measurable and realistic target?

Answer:- Target should be measurable in such a way that we should be able to tell how much is achieved and how much is yet to be done. Realistic target is one that is possible for us to achieve considering our capabilities and ability.

7. You need to prepare for a computer quiz to be held next week out of your text book. Which SMART targets would you set for yourself?

Answer:- I will check how many chapters in the book need to be prepared. I will priorities the chapters on the basis of their difficulty and length. Then, I will decide the number of chapters to be covered daily in 6 days.

SMART target:

I will cover N chapters in N hours each day for the quiz.

8. How does procrastination affect our progress towards our goals?

Answer:- Many a times we tend to keep on doing the tasks we like and ignore the other important ones. This is called procrastination. This unknowingly leads to wastage of time and irresponsible behavior.

9. How does identifying goals and setting targets ease our preparation in achieving something?

Answer:- Identifying goals gives us the clarity of what we need to achieve. It also gives us direction and focus. Targets help us achieving the goal by steadily working towards it. Goal is split into short term targets to be achieved one by one and finally reach the goal.

10. After achieving a goal, how does reflection help you further?

Answer:- After achieving the goal, reflection helps us in improving further. It shows us the positive or negative difference. In case of negative difference, we shall look for what went wrong and a how to avoid it next time. Positive difference motivates us to do even better in future.

11. What is the importance of time management? Why do we have a time table in school?

Answer:- Time management helps us understand the importance of time. We avoid activities that waste our time and instead utilise it in achieving our goals. Time table in school is the best example of time management. It helps to cover all the subjects in a given time period. It also ensures that students easily learn and understand the subjects and teachers can easily cover the course. Also, along with studies, other cocurricular and extra-curricular activities could be performed.

12. How do prioritisation and self-discipline help us in managing time?

Answer:- Prioritisation helps us finish important tasks in time. Self-discipline helps us in working towards our goals sincerely.

13. List any 4 major reasons behind lack of self-confidence.

Answer:- Four major reasons behind lack of self-confidence are fear of failure, making weaknesses an excuse, lack of initiative and not being prepared.

14. How does preparation of something helps in retaining your self-confidence?

Answer:- When we are prepared, we know what we are supposed to do in achieving our goals. This naturally gives us self-confidence. Being well informed and suitably prepared is half the battle won. When we are prepared, we are confident. We must utilise time to prepare for what we have to achieve.

15. Explain any 2 factors that build a person's self-confidence.

Answer:- Exposure to Media and Online Social Platforms: We learn a great deal about the outside world from media, movies and the internet. They mould our thoughts and influence our personality. Negative influences like cyber bullying, crime, violence badly affect our personality and the way we perceive the world. Positive influences like learning about other cultures, stories of achievements and inspirations, encourage us to develop a positive personality.

Physical Factors: Impressive physical appearance, pleasant personality and sound mental health are keys to the development of our self-confidence. Instead of worrying about our looks, we must focus on carrying ourselves well, etiquette and manners, confident and positive outlook.

16. How does media influence our belief system and values?

Answer:- Our thoughts are influenced by what we learn from outside world through television, newspapers, magazines, movies and the internet. Movies, programs, news and online interactions mould our thoughts and influence our beliefs and personality. Negative influences like crime and violence badly affect our personality. Positive influences like cultures, stories of achievements and inspirations, sports, responsible use of social media encourage us to develop a positive and balance belief system and values.

17. List certain ways to build one's self-confidence.

Answer:- Certain ways to build one's self-confidence are having a positive outlook and attitude, always look for new challenges, self-criticism for self-improvement, setting realistic goals and SMART targets, keeping positive people in company, being emotionally stable and controlled and responsible use of social media.

18. How will you ensure preparedness while working towards a goal?

Answer:- Being well informed and suitably prepared is half the battle won. By right planning, setting clear goals and identifying SMART targets we can prepare well for our achievements. Practicing time management and self-discipline helps us prepare better.

19. How does keeping right company and healthy use of social media shape your self-confidence?

Answer:- Feedback from people to learn is good but those who discourage us must be avoided. We should have company of positive people having positive mental framework. Social media is a tool to learn, explore, meet others and stay friends. Do not let social media be a manipulating tool of yourself. Do not be addicted into spending unnecessary

time online. Decide your priorities between amusement and work. Both are necessary so manage time between the two.

20. What are the physical factors that enhance our self-esteem?

Answer:- Focus on clean appearance, carrying ourselves well, etiquette and manner in dealing with people, confident smile and positive outlook. Knowing our strengths and working on our weaknesses is the key to better personality. Personal hygiene, gentle outlook, positive smile, confident stride and elegant dress code.

RSMPS SUPAUL

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