

* Answer the following questions.

1) Define the term.

1) Self management →

→ The ability to regulate one's own actions, thoughts and emotions effectively in any situation.

2) Strength and weakness

→ Strengths are ~~qualifier~~ qualities that one excel at. Think of anything that you are always successful.

Weakness ~~are~~ are areas where one needs improvements. Point out the things ~~the~~ you find difficult to do.

3) Self motivation

→ The internal drive to achieve goals and complete tasks without external pressure.

4) Goal

→ A desired outcomes or objective that one strives to achieve.

5) Positive thinking.

→ Focusing on the good aspects of situations and maintaining an optimistic outlook.

6) Self control

→ Ability to control your emotions, behaviour, etc.

2) List the self management skills.

→ Self confidence ; self awareness ; self control ; self motivation ; Personal hygiene ; Problem solving ; Team-work , positive thinking ; Time management ; stress resistance ; goal ; etc.

3) What does the acronym S.M.A.R.T stands for ?

→ S. → Specific

M → Measurable

A → Achievable

R → Realistic

T → Time bound.