

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

Self-management is the ability to control your own actions, emotions and time so you can reach your goals. It includes planning what to do, staying organized, managing stress, making good choices, and being responsible for the results. For example, if you have homework, self-management means deciding when to start, avoiding distractions, following a plan, and finishing on time.

### **2. Why is self-management important for us?**

Self-management helps you do better in school, reduce stress, build good habits and become independent. When you manage time and emotions well, you can study regularly, meet deadlines, and keep healthy relationships. It also prepares you for grown-up responsibilities like jobs and college.

### **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?**

Key skills: - Goal setting: Decide a clear target (e.g., improve time by 1 second). - Planning: Create a 3-month training schedule with weekly practice days, rest days and warmups. - Time management: Fit practice around school and homework. - Consistency & discipline: Practice regularly, even when you don't feel like it. - Monitoring progress: Time your runs each week and note improvements. - Healthy habits: Sleep well, eat balanced meals, stay hydrated. - Stress control & motivation: Use positive self-talk and visualisation to stay confident before the race.

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

SMART targets are: S — Specific: clear and exact (not vague). M — Measurable: you can track progress (use numbers or tests). A — Achievable (or Attainable): realistic given time and resources. R — Relevant: helps you reach a bigger goal. T — Time-bound: has a deadline.

### **5. What do you mean by goal and target?**

A goal is a broad desired result (longer term), for example "be fit" or "score well in exams." A target is a specific, measurable step toward that goal: for example "run 100m in 15 seconds" or "score 80% in mathematics this term." Targets are smaller, clear actions that make goals possible.

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

- Measurable: You can check progress with numbers or clear signs (marks, time, percentages). Example: "study 2 chapters" or "improve sprint time by 0.5 seconds." - Realistic: The target can be reached with the time, skills and resources you have. It should be challenging but not impossible — for example, aiming to improve by a small, steady amount in 3 months rather than trying to double your ability overnight.

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

Example SMART targets: - Specific: "Revise Chapters 4 and 5 from the textbook." - Measurable: "Spend 45 minutes each day for 4 days and solve 10 practice questions." - Achievable: "I have one week, so I'll study 2 chapters in 4 sessions." - Relevant: "These chapters are the ones the teacher told us will appear." - Time-bound: "Finish revision and practice by Friday evening (quiz on Sunday)."

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

Procrastination delays action and reduces the time available to practise, learn or prepare. It creates last-minute stress, lowers quality of work, increases mistakes, and can reduce confidence. Over

time, habitually postponing tasks can prevent you from reaching goals at all.

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

When you know exactly what you want (goal) and the steps to get there (targets), you can focus effort, plan time, and measure progress. This avoids wasted effort and confusion. Targets break big tasks into small, doable actions, making preparation manageable and motivating.

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

Reflection means thinking about what worked, what didn't, and why. It helps you learn lessons, see growth, build confidence, and set better goals for the future.

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

Time management helps you use time efficiently so you can finish tasks, study, rest and enjoy hobbies. A school timetable organizes the day so students get a balanced mix of subjects, breaks and activities; it prevents overlap, ensures fairness, and helps teachers plan lessons. Good time management reduces stress and improves performance.

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

- Prioritisation means deciding which tasks are most important or urgent. It ensures your limited time goes to what matters. - Self-discipline is sticking to the plan even when you'd rather do something else. Together they stop distractions, help you follow schedules, and make sure essential tasks are completed first.

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

Four common reasons: 1. Negative self-talk. 2. Comparing with others. 3. Past failures or criticism. 4. Lack of skills or preparation.

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

Preparation builds skill and reduces fear of mistakes. When you practice and prepare, you know what to expect, which increases trust in your ability.

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

- Mastery (practice and skill): Repeated practice increases competence. - Positive feedback and support: Encouragement and constructive feedback build belief in yourself.

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

Media (TV, films, social media, news) shows ideas about what is normal, successful or desirable. It can shape opinions and values. Media can be positive (inspiring stories) or negative (unrealistic standards). Critical thinking helps us accept only the helpful parts and reject harmful ones.

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

Ways to build confidence: - Practice small tasks. - Set and complete achievable goals. - Use positive self-talk. - Learn from mistakes. - Keep good posture and eye contact. - Surround yourself with supportive people.

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

Ensure preparedness by: - Making a clear plan. - Gathering materials. - Practising regularly. - Tracking progress. - Having backup plans and taking care of health.

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

- Right company: Supportive friends encourage you and give honest advice. - Healthy social media use: Following positive accounts and limiting time prevents harmful comparisons and stress.

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

Physical factors include: - Good sleep. - Regular exercise. - Healthy diet. - Personal hygiene and grooming. - Good posture and body language.