

Business Administration

Class: XI Topic: UNIT 2 –

SELF MANAGEMENT SKILLS

WORKSHEET Department:

COMMERCE

FILL IN THE BLANKS:

1. Time management is the ability to plan and control how you spend the hours of your day well and do all that you want to do.
2. A realistic goal would be something that we want and can work towards for achieving the goal.
3. Specific means something straight forward and clear.
4. Measurable means something that can be measured.

5. Achievable means something that can be completed.

6. Realistic means something that is real and is applicable in our lives.

7. Time bound means the goal has to be completed within a certain fixed time.

8. Goal setting is all about finding and listing your goals and then planning on how to complete them.

9. Goals are a set of dreams with a deadline to achieve them.

10. Goal setting is a very essential factor in your personal as well as professional life.

11. Values are principles or standards of behaviour

12. Social loafing or free riding occurs when one or more group members rely on the efforts of other group members and fail to contribute their time and effort.

II. Multiple choice questions

1. Which of the following can help you manage time better?

- (a) Talking to friends
- (b) Making a to-do-list
- (c) Making sure we don't miss our play time
- (d) Watching favourite movie

2. How tracking your time helps you?

(a) We can stay focussed.

(b) We can show everyone how hard we are working.

(c) We can understand where we are spending our time and manage our time better if needed. (d)
None of the above

3. What makes you complete your work or studies without others cheering you? (a) Self-confidence

(b) Communication

(d) Self-motivation

(e) Self-esteem

4. Which of the following are types of motivation? (Can select more than one option) (a) Internal

(b) Intermediate

(c) External

(e) Both (a) and (c)

5. Ravi works hard to get the best student award at the end of the year. What type of motivation is this?

(a) Internal

(b) External

(c) Both internal and external

(d) Not any specific type of motivation

III. ANSWER THE FOLLOWING QUESTIONS:

1. What is time management and how can you manage your time?
2. What is goal setting? 3. In SMART goals, what does 'S, M, A, R and T' stand for?
4. What is the best way to work on long-term goals?
5. Explain the meaning of self-motivation.
6. Identify types of motivation.
7. List the qualities of self-motivated people.
8. List the steps to build self-motivation.