

UNIT 2: Self Management Skills TEST YOUR KNOWLEDGE

1. Planning involves which of the following order?
 - a. Goals > Targets > Plan for targets
 - b. Targets > Goals > plan for goals
 - c. Goals > plan for goals > Target
 - d. Targets > plan for targets > Goals
2. Which of the following are the main ingredients of self-management?
 - a. Resources
 - b. Time management
 - c. Both a) and b)
 - d. None of these
3. In S.M.A.R.T. targets, what does A stand for?
 - a. Active
 - b. Achievable
 - c. Absolute
 - d. Able
4. Which of the following is an example of specific target?
 - a. I will prepare chapter 1 today.
 - b. I will prepare first 5 topics of chapter 1 today.
 - c. I will prepare first 5 topics of chapter in English literature today.
 - d. All of them are specific targets.
5. What is the correct sequence of following self management elements?
 - a. Planning > Controlling > Reflecting > Organising
 - b. Planning > Reflecting > Organising > Controlling
 - c. Planning > Organising > Controlling > Reflecting
 - d. Planning > Reflecting > Organising > Controlling
6. A time bound target means a target:
 - a. with a deadline
 - b. which is achievable
 - c. which is easily measurable
 - d. which is realistic.
7. _____ helps you in improving and revising your targets.
 - a. Control
 - b. Reflection
 - c. Organisation
 - d. Planning
8. Self-motivation comes from _____.
 - a. inside us
 - b. others
 - c. moral stories
 - d. inspiring personalities

9. Which of the following does time management involve?
- deciding deadlines
 - identifying targets
 - measuring performance
 - controlling activities
10. A _____ is a good tool to allocate time to tasks.
- Good plan
 - SMART target
 - Timetable
 - Task list
11. Doing only the tasks we like and ignoring important ones is called _____.
- Priority
 - Procrastination
 - Laziness
 - Mismanagement
12. _____ drives the person towards his goal.
- Self-discipline
 - Self-management
 - Self-confidence
 - Hard work
13. Which of the following are common reasons of low self-esteem?
- Fear of the failure
 - Lack of necessary efforts
 - Seeking others' approval
 - All of these
14. Which of the following social factors influences our self-confidence?
- Cultural practices
 - Language
 - Personality
 - Childhood conditions
15. Which of the following guarantees self-confidence?
- Good looks
 - Positive attitude
 - A lot of money
 - Fair complexion
16. How can you keep your emotional balance?
- Accept praise modestly
 - Accept defeat gracefully
 - Be patient
 - All of these