



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET 1- PART A UNIT 2	ARTIFICIAL INTELLIGENCE (417) PART A Unit 2 SELF MANAGEMENT SKILLS

1 mark Questions

- Q1. Stress is identified as a condition in which a person is**
A) tensed
B) worried
C) relaxed
D) **both (A) and (B)**
- What plays a major role in reaction to stress**
A) Emotions
B) **Personality**
C) Confidence
D) None of these
- The feeling of self-awareness enhances our.....**
A) **Self-confidence**
B) Self-monitoring
C) Self-Regulation
D) All of the above
- Q6. What is 'M' in the 'SMART' goal setting method**
A) Must
B) Meaning
C) **Measurable**
D) None of these
- What is 'S' in the 'SMART' method of goal setting?**
A) Smart
B) Special
C) Speed
D) **Specific**
- Physical exercise is used as a stress management technique because**
A) It improves blood circulation
B) improves self-image
C) make us feel better
D) **All of the above**
- _____ the work is all about identifying and noting how we spent our time, and analysing how to spend our time effectively.**
(a) Organising (b) Prioritising (c) Controlling (d) **Tracking**

2 Mark Questions

8. **What is Goal Setting?**

Ans: Goal setting is a process that helps a person to decide where he wants to go in life. This will help them to decide where to put their efforts to achieve that goal. After deciding the goal or aim of life one can easily go through the process of achieving it. This gives you the motivation to work hard.

9. **In SMART goals, what does 'S' stand for? Explain.**

Ans: In SMART goals 'S' stands for Specific goal. A specific and clear goal answers six questions. Who

is involved in the goal? What do I want to do? Where do I start? When do I start and finish? Which means do I use? Why am I doing this? For Example:

Not a specific goal: "I want to become a doctor."

Specific goal: "I want to become a doctor by studying MBBS after my school gets over. After getting my MBBS degree I will make a hospital in my village."

10. **What is Stress?**

Stress can be defined as our emotional, mental, physical and social reaction to any perceived demands or threats. These demands or threats are called stressors. Stressors are the reason for stress.

11. **List the ABC of stress management**

A: Adversity or the stressful event

B: Beliefs or the way you respond to the event

C: Consequences or actions and outcomes of the event

12. **Write the steps to manage stress**



13. **Differentiate interest and ability**

Interests

1. Things that you like to do in your free time that make you happy. An acquired or natural capacity
2. Things you are curious about or would do even if no one asked you to do it.
3. Things you want to learn or would like to do in the future

Ability

1. An acquired or natural capacity
2. enable you to perform a particular job or task with considerable proficiency.

14. **What is time management and how can you manage your time?**

Ans. 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.

The steps for effectively managing time are:

Step-1 Organise

- We plan our day-to-day activities.
- We make a timetable that we follow.
- We keep our surroundings and study table clean.
- We put things back where they belong.
- It helps us save time!

Step-2 Prioritise

- We make a to-do list that has all our activities and we rank them in the order of importance. For

example, you may rank doing homework as the most important task. It helps us to get the most important task done first and also to track what is pending.

Step-3 Control

- We have control over our activities and time.
- We avoid time-wasters like chatting on the phone, surfing gossip sites, etc., and focus on more important things.

Step-4 Track

- We identify and note where we have spent our time. This will help us analyse if we have used our time effectively or not. It also helps us to identify time-wasting activities.

15. How is self-regulation connected to the ability to work independently?

The ability to work independently can be enhanced by being self-regulated. Self-regulation guides independent individuals as it help them to consider long term consequences rather than just transient feelings. It leads to a responsible and a value driven behavior. It teaches self-control and well-directed efforts to reach the goal. Self-regulated includes discipline that helps in consistent efforts to move towards the goal.

16. What is the importance of setting goals in life?

1. The process of goal setting in your life helps you decide on how to live your life, where you want to be, and how you want to be in the future.
2. It helps you to focus on the end result instead of less important work.
3. This will make you successful in your career and personal life.
