

Holiday Homework

Q1. What is self-management? How is it different from management?

Ans Self-management is managing yourself your time, goals, emotions and actions

Management is managing others a team, resources, or a project to achieve goals.

Q2. Mention any three attitudes of self-confidence people.

Ans Positive thinking

② Willingness to take Risks

③ Self-Acceptance

Q3. What does acronym SMART stands for?

Ans Specific, Measurable, Achievable, Relevant, Time bound

Q4. Write any two advantage and disadvantage

of Visual Communication?

Ans Advantages are :-

1. Easy to Understand
2. Quick to grasp.

Disadvantages are :-

1. Requires Tools or Technology
2. Can be Misinterpreted.

Q5. List the barriers to effective communication
Explain any two.

Ans Language barrier

- 2 Cultural differences
3. Physical barriers
4. Emotional barriers.

Q6. What is procrastination?

Ans Procrastination is the act of delaying or postponing tasks or decisions, even when you know it

may had its negative consequences.

Q7. Why is maintaining personal hygiene essential for overall health and well-being?

Ans. Maintaining personal hygiene is essential for overall health and well-being.

1. Prevents diseases
2. Boosts Self-Confidence
3. Improves Mental health
4. Avoids Bad Odor

Q8. What is importance of self-management?

Explain briefly.

Ans. Self-management is important because it helps you

1. Stay Organized
2. Achieve Goals faster
3. Handle Stress Better
4. Grow Personally

Q9. What is SWOT? How it is useful?

Ans. SWOT stands for

Strengths

Weakness

Opportunities

Threats

It is a tool used to analyse the internal and external factors that effect a person business, or project.

Q10. What are the three most prominent factors that contribute to building self-confidence?

Ans. There are three most prominent factors that contribute to building self-confidence

1. Practice and Preparation

2. Positive Self-talk

3. Setting and Achieving Small Goals