MODULE 1: **SELF-MANAGEMENT**
QUESTIONNAIRE

- **Self-leadership is the basic competence to develop everything we need to be competent in teleworking. What are the keys that we must consider achieving the development of our self-leadership?**

- Self-knowledge and time management, mostly.
- *Increase our self-knowledge, improve our sense of self-efficacy and our proactivity, learn how to set goals, learn how to manage what we do with our time, being more productive and having the appropriate attitude towards lifelong learning.*
- Self-knowledge, leadership, empathy, emotional intelligence, productivity and lifelong learning.
- Self-motivation, effectiveness, leadership and productivity.

- **What does the SMART acronym stand for regarding establishing objectives?**

a) Simple, Measurable, Ambitious, Realistic, Timebound.

b) Simple, Motivating, Ambitious, Realistic, Time-limited.

c) **Specific, Measurable, Ambitious, Realistic, Timebound.**

d) Specific, Motivating, Ambitious, Realistic, Timebound.

- **What is Eisenhower's Priority Matrix?**

- A metric that allows us to put a temporary limit to the tasks.
- **A quadrant in which the importance and urgency of the tasks is analysed to determine the priority of each one of them.**
- A tool that helps to manage the resources we have at our disposal to be more productive.
- A questionnaire to avoid 'multitasking.

- **How does maintaining a proactive attitude in our personal and professional life benefit us?**

- **It empowers us, opens us possibilities for action and makes us feel competent.**
- It makes us lose control of our lives, finding excuses not to do what we must do.
- It implies demotivation towards the achievement of our daily goals and tasks.
- It allows us to show ourselves as victims of what happens around us, closing us possibilities for action.

- **Which tool would you prefer to use to detail all the activities that are involved in managing a project?**

a) Calendar.

b) Agenda.

c) **Schedule.**

d) Retroplanning.

- **Which of the following is not associated with productivity?**

a) It increases satisfaction.

b) It helps to focus energy.

c) It is results orientated.

d) **It makes us less balanced people.**

- **What is an PLS?**

a) Extended productivity study.

b) **Personal learning space.**

c) Self-management personal space.

d) Productivity space for self-management.

- **Life-long learning involves:**

- **Train and constantly updated to be able to adapt, "survive" in the labour market, and even become more and more competitive.**
- Maintain our job facing new generations as potential threats.
- Be constantly communicated to generate a dependency relationship within organizations.
- To grow reactively in the face of any change that occurs in our teleworking environment.

- **What can we use the personal SWOT tool for, in self-management? Choose the most complete option.**

a) To perform market research, pricing policies and improve business potential.

b) To analyse our current situation to achieve our personal objectives.

c) **To analyse our current situation, both internally and externally, to define a plan of action to help achieve our goals.**

d) To make business plans in any sector.

- **What is self-efficacy?**

a) It refers to the extent to which a person takes control of his/her life and whether he/she takes the initiative and the necessary decisions regarding his/her own career development.

b) **It is the belief that a person has in his/her own success, or his/her capacity to achieve it.**

c) It is the starting point of any personal development and learning.

d) It is the main tool required for self-knowledge.