# The Importance of Working Independently

## Fastrack Revision

- ▶ Independent: Being able to think and act independently is one of the most important skills that a person can learn and acquire.
  - Being Independent means becoming efficient, selfaware and self-correcting, learning to work at a pace that you can carry on, knowing what you need to do, taking initiative to do things, delivering to the best of your ability, taking ownership of your mistakes and refusing to doubt yourself and your potential.
- ▶ Importance and Advantages of Working Independently
  - You become the Boss: You are not answerable to anyone. You can choose to do the things the way you want.
  - You own the Credit: As you have done and handled the task alone, you do not have to share the credit with anyone.
  - Easy to Focus: There are less interruptions and it becomes easy to focus, whereas while working in groups, you get more involved in meetings, chatting, gossiping, etc.
  - You become the Authority: As you are the boss, you decide how and when to do the work. A person can choose what to do and at what time, in order to get the best results. While working individually, one is in charge of the goal.
- ▶ Key to become Independent: The key to become independent lies in:

- Self-Awareness
- Self-Motivation
- Self-Regulation
- ➤ Self-Awareness: Self-awareness refers to the knowledge and understanding of yourself. It includes the knowledge of your emotions, beliefs, assumptions, biases, knowledge base, abilities, motivations, interests, etc.
  - Self-awareness is the thinking skill that focuses on one's ability to accurately judge one's performance and behaviour so as to respond appropriately.
  - Self-awareness is the awareness of our own being, our actions and thoughts. It gives a good understanding of how others perceive us and how we can adjust our behaviour to deal with them, positively.
- Types of Self-Awareness: Self-awareness is basically of two types.
  - Internal Self-awareness: It means knowing your own values, personality, strengths and weaknesses. It shows how clearly we see ourselves and our impact on others. It gives us relationship satisfaction, personal and social control and happiness.
  - External Self-awareness: It means how others see us. It helps us in understanding how other people view us. The people who know what others think about them are more skilled at taking others' perspectives and showing empathy. They are generally more effective and have better relationships.





- ▶ Self-Motivation: Self-motivation is a very important life skill. It is one of the most powerful forces that impel one to do things and get success. It is the force that drives one to work hard and put efforts for self-development and personal fulfilment.
- ▶ Self-Regulation: Self-regulation is controlling one's behaviour, emotions and thoughts in the pursuit of long-term goals. It also reflects the ability to cheer yourself after disappointments.



# **Practice** Exercise



# Multiple Choice Questions >

- Q1 Which of the following is not an advantage of working independently?
  - a. No external pressure b. More dependency d. More efficiency c. More clarity
- Q 2. Which of the following is/are important skills?
  - a. Self-awareness
- b. Self-regulation
- c Self-motivation
- d. All of these
- Q 3. Which of the following statement is correct about self-awareness?
  - a. It is important for better relationships.
  - b. It helps us in improving our self-control.
  - c. It is the conscious knowledge of one's own character and feelings.
  - d. All of the above
- Q4. Which of the following are the two types of self-awareness?
  - a. Internal and external self-awareness
  - b. Intrinsic and extrinsic self-awareness
  - c. Personal and impersonal self-awareness
  - d. None of the above
- Q 5. Self-awareness include the knowledge of your

.......

- b. bellefs a. emotions d. All of these c. blases
- Q 6. Ravi works hard to get the best student award at the end of year. What type of motivation is this?
  - a. Internal
  - b. External
  - c. Both a. and b.
  - d. Not any specific type of motivation
- Q 7. Which of the following are types of motivation?
  - a. Internal
- b. Intermediate
- c. External
- d. Both a. and c.
- Q 8. What makes you complete work or studies without others cheering you?
  - a. Self-confidence
- b. Communication
- c. Self-motivation
- d. Self-esteem
- Q 9. What is self-regulation?
  - a. Controlling one's behaviour, emotions and thoughts in the pursuit of long-term goals.
  - b. Ability to identify effective methods of getting yourself to move from thought to action.
  - c. Conscious knowledge of one's own character and feelings.
  - d. All of the above

- Q 10. Which of the following skill is important for reliable emotional well-being?
  - a. Self-awareness
  - b. Self-motivation
  - c. Self-regulation
  - d. Self-perception
- Q 11. What does it mean to be independent?
  - a. Becoming efficient
- Taking initiatives
- c. Becoming self-aware d. All of these
- Q 12. Which of the following is/are the advantages of working independently?
  - a. You become a boss
  - b. You become independent
  - c. You become the authority
  - d. All of the above
- Q 13. How can one become independent?
  - a. By self-awareness
- b. By self-motivation
- c. Both a. and b.
- d. None of these
- Q 14. Which of the following statements about selfawareness is incorrect?
  - a. It means having clear perceptions about your personality.
  - b. It is a powerful force that impels one to do things and get success.
  - c. It is the conscious knowledge of one's own character and feelings.
  - d. It gives a good understanding of how others perceive us.
- Q 15. Which of the following statements about selfmotivation is/are incorrect?
  - a. It is a confidence booster.
  - b. It enhances one's enthusiasm and provides energy to work.
  - c. It also reflects the ability to cheer yourself after disappointments.
  - d. It also cultivates a desire to do something in life.
- Q 16. A/An ..... person is wholly responsible for the outcome of the task which he has undertaken.
  - a. dependent
- b. independent
- c. working
- d. self-motivated
- Q 17. One of the major advantages of working independently is that you become the .....
  - a. entrepreneur
- b. successful
- c. winner
- d. boss
- Q 18. ..... involves being able to control reactions to emotions like frustration or excitement.
  - a. Self-motivation
- b. Self-awareness
- c. Self-confident
- d. Self-regulation









- Q 19. An..... person is wholly responsible for the outcome of the task which he has undertaken.
- Q 20. One of the major advantages of working independently is that you become the ......
- Q 21. The people who know what others think about them have ......
- Q 22. ..... self-awareness requires understanding how other people perceive us.
- Q 23. ..... means knowing your own values, personality, strengths and weaknesses.
- Q 24. Meditation brings a sense of .....



## Assertion & Reason Type Questions >

**Directions (Q. Nos. 25-30):** In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.
- Q 25. Assertion (A): Many people dream of setting up their own businesses and being their own boss; they feel free and deliver their best when they do not have to justify their action to others.
  - Reason (R): One of the major and the biggest advantages of working independently is that you become your own boss. You are not answerable to anyone. You can choose to do the things the way you want.
- Q 26. Assertion (A): As you work independently, it becomes convenient to concentrate properly. There are less interruptions and it becomes easy to focus, whereas while working in groups you get more involved in meetings, chatting, gossiping, etc.
  - Reason (R): If a person is working alone, there is no pressure from anyone to do the job at a particular time or in a certain way. As one would have to take all the necessary decisions on one's own, it will give an opportunity to discover oneself.
- Q 27. Assertion (A): Working alone will make a person more creative, independent and mature. One will learn to take risks and gradually learn to take appropriate decisions.
  - Reason (R): Self- regulation means having a clear perception of your personality, including strengths, weaknesses, thoughts, beliefs, motivation and emotions.
- Q 28. Assertion (A): Self-motivation refers to the knowledge and understanding of yourself. It

- includes the knowledge of your emotions, beliefs, assumptions, biases, knowledge base, abilities, motivations, interests, etc.
- Reason (R): Self-awareness is the awareness of our own being, our actions and thoughts. It gives a good understanding of how others perceive us and how we can adjust our behaviour to deal with them, positively.
- Q 29. Assertion (A): Internal self-awareness means knowing your own values, personality, strengths and weaknesses. It shows how clearly we see ourselves and our impact on others. It gives us relationship satisfaction, personal and social control and happiness.
  - Reason (R): External self-awareness means how others see you. It helps us in understanding how other people view us. The people who know what others think about them are more skilled at taking others' perspectives and showing empathy.
- Q 30. Assertion (A): Self- regulation is a very important life skill. It is one of the most powerful forces that impel one to do things and get success. It is the force that drives one to work hard and put efforts for self-development and personal fulfillment. Reason (R): It is not necessary that one is born with this skill. It is something which needs to be built upon and nourished throughout life. People with self-motivation are more organised, have good time management skills and are more confident with high self-esteem.

## **Answers**

- 1. (b) 2. (d) 3. (d) 4. (a) 5. (d) 6. (b)
- 7. (d) 8. (c) 9. (a) 10. (c) 11. (d) 12. (d)
- 13. (c) 14. (b) 15. (c) 16. (b) 17. (d) 18. (d)
- 19. Independent 20. boss
- 21. better relationships out
- 22. External
- 23. Internal self-awareness
- 24. self-awareness
- 25. (b) 26. (b) 27. (c) 28. (d) 29. (b) 30. (d)



# Very Short Answer Type Questions >

Q 1. What are the necessary skills for independent working?

Ans. Some skills are required for developing an independent working style are as follows:

- (i) Becoming self-aware, self-monitoring and self-correcting.
- (ii) Taking the initiative rather than walting to be told what to do.
- Q 2. What is self-awareness? Also give any two benefits of self-awareness. [CBSE 2023]







Ans. Self-awareness refers to the knowledge and understanding of ourself. It includes the knowledge of our emotions, beliefs, assumptions, biases, knowledge base, abilities, motivations, interests, etc.

#### Benefits of Self-awareness:

- (i) Improved decision-making
- (ii) Greater self-confidence

#### Q 3. What do you understand by the term assumptions?

Ans. A thing that is accepted as true or as certain to happen is defined as assumptions.

#### Q 4. Define empathy.

**Ans.** Empathy is defined as the ability to understand and share the feelings of another.

#### Q 5. Define self-motivation.

Ans. Self-motivation refers to our ability to identify effective methods of getting ourself to move from thought to action.



#### Q 1. What does it mean to be Independent?

Ans. Being Independent means:

- (i) Becoming self-aware, self-monitoring and self-correcting
- (ii) Learning to work at a pace that we can carry on
- (iii) Knowing what we need to do
- (iv) Completing the tasks quickly

## Q 2. What are the advantages of working Independently?

Ans. The advantages of working Independently are as follows:

- (i) We become the Boss: We are not answerable to anyone. We can choose to do the things the way we want.
- (ii) We own the Credit: As we have done and handled the task alone, we do not have to share the credit with anyone.
- (iii) Easy to Focus: There are less interruptions and it becomes easy to focus, whereas while working in groups we get more involved in meetings, chatting, gossiping, etc.

(iv) We become the Authority: As we are the boss, we decide how and when to do the work. A person can choose what to do and at what time, in order to get the best results. While working individually, one is in charge of the goal.

#### Q 3. Discuss self-awareness and its types.

Ans. Self-awareness refers to the knowledge and understanding of ourself. It includes the knowledge of our emotions, beliefs, assumptions, blases, knowledge base, abilities, motivations, interests, etc. It is the conscious knowledge of one's own character and feelings.

# Knowledge BOOSTER -

Self-awareness is the thinking skill that focuses on one's ability to accurately judge one's own performance and behaviour and to respond appropriately.

It is important to develop self-awareness for better relationships and for a more fulfilling personal and professional life.

Self-awareness is basically of two types:

- (i) Internal self-awareness: It means knowing our own values, personality, strengths and weaknesses. It shows how clearly we see ourselves and our impact on others. It gives us relationship satisfaction, personal and social control and happiness.
- (ii) External self-awareness: It means how others see us. It helps us in understanding how other people view us. The people who know what others think about them are more skilled at taking others' perspectives and showing empathy. They are generally more effective and have better relationships.

#### Q 4. Enlist any two advantages of self-motivation.

**Ans.** The two advantages of self-motivation are as follows:

- (i) It enhances one's enthusiasm and provides energy to work.
- (ii) People with self-motivation are more organised. have good time management skills and are more confident with high self-esteem.
- (iii) It plays a vital role in enhancing one's self-esteem.
- (iv) It eases difficulties and help in planning our life well.

  (Any two)



# **Chapter** Test

## **Multiple Choice Questions**

Q 1. ..... self-awareness requires understanding how other people perceive us.

a. Interior

b. Internal

c. External

d. All of these

Q 2. .....self-awareness means knowing your own values, personality, strengths and weaknesses.

a. Interior

b. Internal

c. External

d. All of these

Q 3. Meditation brings a sense of .....

a. self-motivated

b. self-awareness

c. self-confident

........

d. None of these

Q 4. Internal self-awareness means knowing your own

a. values

b. personality

c. strengths and weaknesses

d. All of the above





· ·		enhances	one's	enthusiasm	and
	provides energy to work.				
	- C-16		-16		

a. Self-motivationb. Self-awarenessc. Self-confidentd. None of these

## Fill in the Blanks Type Questions

- Q 6. ..... enhances one's enthusiasm and provides energy to work.
- Q 7. People with self-motivation are more ......and have good ......
- Q 8. ..... involves being able to control reactions to emotions like frustration or excitement.

## **Assertion and Reason Type Questions**

**Directions (Q. Nos. 9-11):** In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- Both Assertion (A) and Reason (R) are true, but Reason (R) is not the correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.
- Q 9. Assertion (A): Self-regulation skill is important for reliable emotional well-being. It involves taking a pause between a feeling and an action—taking the time to think, making a plan and waiting patiently.

- Reason (R): Self-regulation is also important as it allows you to act according to your values or social conscience and norms and helps you to express yourself in most appropriate ways.
- Q 10. Assertion (A): Self- awareness is controlling one's behaviour, emotions and thoughts in the pursuit of long-term goals. It also reflects the ability to cheer yourself after disappointments.
  - Reason (R): External self-awareness means knowing your own values, personality, strengths and weaknesses. It shows how clearly we see ourselves and our impact on others. It gives us relationship satisfaction, personal and social control and happiness.
- Q 11. Assertion (A): If one is working alone, one will have better knowledge of things and situations. He/she will know the exact status of job or task.
  - Reason (R): There will be few ideas and suggestions on how to complete the work. Lack of confusion means better clarity for the person to finish the work.

## **Very Short Answer Type Questions**

- Q 12. How is self-motivation an important life skill?
- Q 13. What is self-regulation?
- Q 14. Why is self-regulation important in life?

## **Short Answer Type Questions**

- Q 15. How is self-awareness different from self-motivation?
- Q 16. Enlist any two benefits of self-regulation.





