

C) Scientific

D) Technical

C) Online job

D) Logical thinking

18. Which of the following is not a part of decision-making?

A) Identify problem

B) Generate options

C) Implement decision

D) Performance (Correct)

19. Manu thinks about a problem well before making any decision. This is an example of;

A) Self-motivation

B) Critical thinking (Correct)

C) Time Management

D) Logical thinking

20. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed _____ process.

A) Decision- making

B) Positive attitude

C) Conflict resolution

D) Negative attitude (Incorrect)

21. What are the advantages of time management?

A) Complete tasks on time

B) Achieve daily goals

C) Reduce stress

D) All of these (Correct)

22. Good time management helps in improving _____ at work.

A) Weakness

B) Performance (Correct)

C) Stress

D) Pressure

23. The time blocked for work is called a _____ technique.

A) Doro

B) Pomo

C) Pomodoro (Correct)

D) Domo

24. Rahim learns MS Office during his lunch break. This is an example of -

A) Time Management (Correct)

B) Over thinking

25. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

A) Pomodoro

B) Timing (Incorrect)

C) Blocktime

D) Calendar

26. Finding a solution to any problem is known as _____ skill.

A) Over thinking

B) Critical thinking

C) Decision-making

D) Problem solving (Correct)

27. Which of the following is not a step in problem solving?

A) Identify the problem

B) Divide problem into parts

C) Set timer (Correct)

D) Find solutions

28. If one is capable of finding solutions to problems, one will get better at _____.

A) Self-motivation

B) Problem-solving

C) Career (Incorrect)

D) Painting

29. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

A) Try another way (Correct)

B) Quit the task

C) Never solve the problem

D) Quit the job

30. Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

A) Complain

B) Identify the problem (Correct)

C) Sell the mixer

D) Throw it