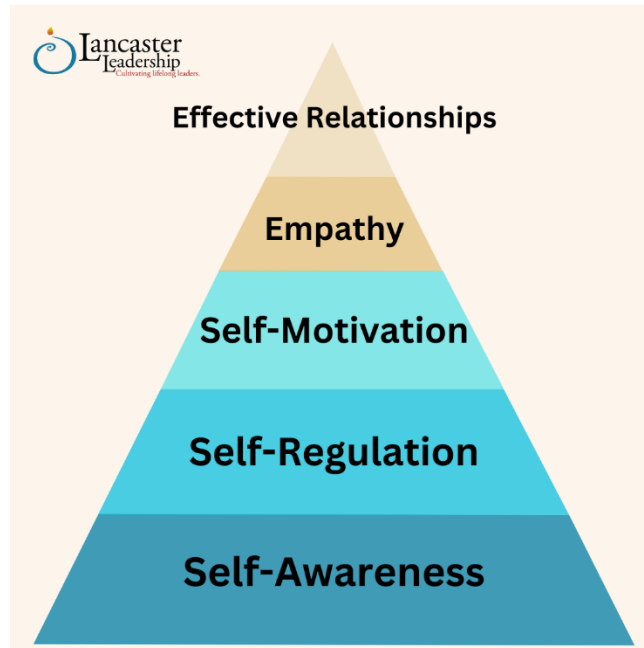


EMOTIONAL INTELLIGENCE WORKSHEET



Strategies:

- Use your emotions to become more self-aware. For example when you are upset or angry ask why you feel that way and don't look to blame it on factors outside of you.
- Learn what makes you upset, agitated or angry and turn it off. Avoid gossip or turn off the news if needed.
- Learn your triggers and how to self regulate. Say no when needed.
- Take responsibility for your own actions and apologize for them directly.
- Do you know how you affect others? Explore this to become aware of how your presence can shift the mood.

1. Identify what triggers your emotions at work, be sure to identify them by name. What makes you mad or upset? How can you reduce or avoid these triggers?
2. How self-aware are you? Look at your strengths and areas of opportunity. How can you play to strengths and develop your areas of opportunity?
3. When you feel distress, how do you react? Create a proactive plan about how you can practice self-regulation in those situations.

“Leadership is all about emotional intelligence. Management is taught, while leadership is experienced.”

— Rajeev Suri