

A person with a red backpack stands on a rocky peak, looking out over a vast sea of white clouds. The sky is a deep blue with wispy white clouds. The person is silhouetted against the bright sky.

# LEADING WITH EMOTIONAL INTELLIGENCE

A Guide to Self-Awareness

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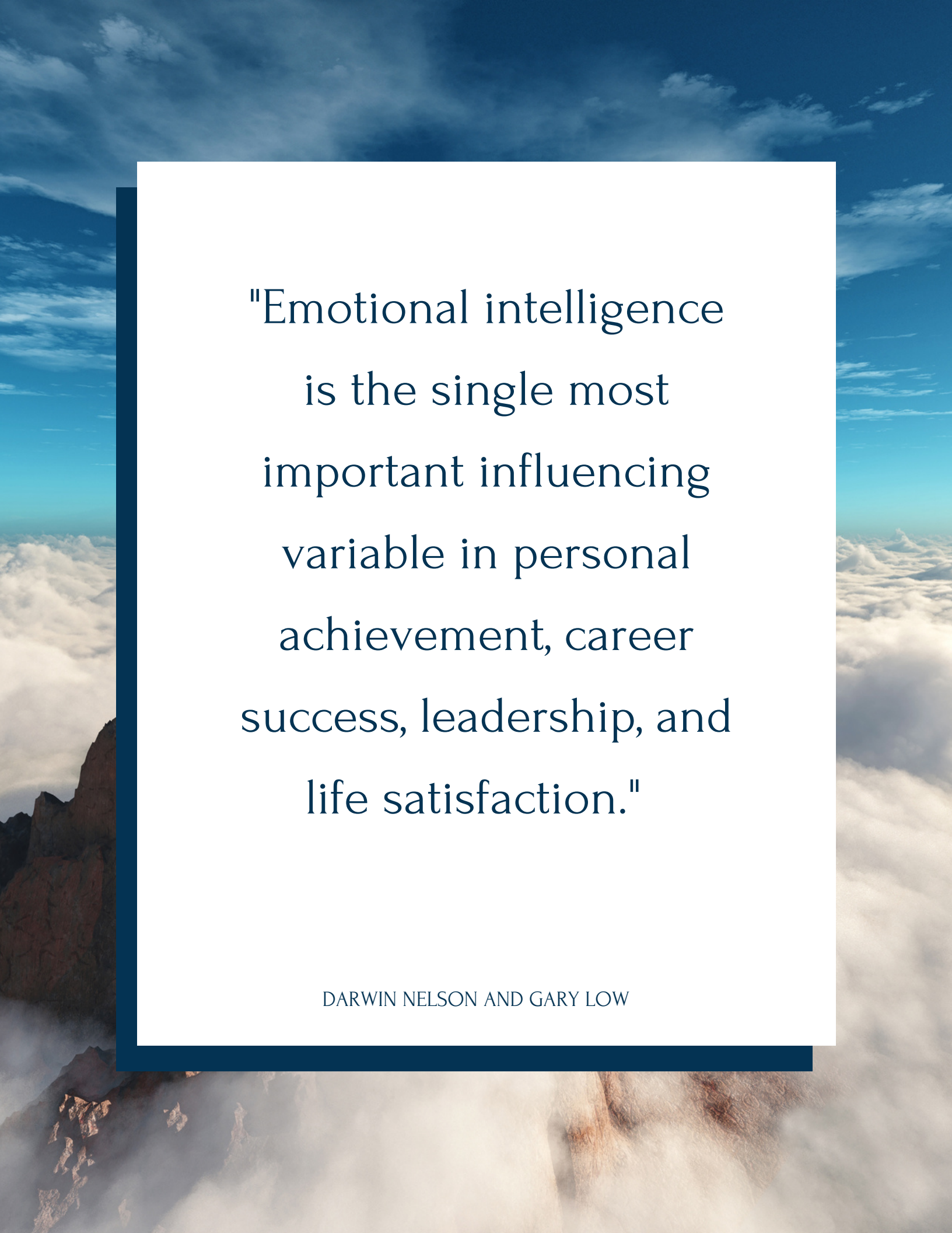
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"Emotional intelligence  
is the single most  
important influencing  
variable in personal  
achievement, career  
success, leadership, and  
life satisfaction."

DARWIN NELSON AND GARY LOW

# Emotional Intelligence Quadrant

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Emotional intelligence is the ability to recognize your emotions and understand how they are affecting those around you. It also involves understanding other people's feelings, which helps in managing relationships more effectively.

Our emotions are a key part of our body's regulatory system, and as such they help us evaluate impacts on ourselves and others. When we have shut off any emotional responses to events that occur in our lives—which can happen when we constantly suppress or avoid feelings—we make more risky choices.

Daniel Goleman, an American psychologist, developed a framework of elements that define emotional intelligence:





# Four Elements of Emotional Intelligence

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## **Self-Awareness:** (content provided in this guide)

Research suggests that when we see ourselves clearly, it is easier to feel confident and creative. We are better at making decisions, building relationships with others, and communicating effectively. As a result of this clarity about who we really are as individuals, our lives become more enriched on all levels - professionally and personally.

## **Self-Management:**

Self-management is our ability to manage our behaviors, thoughts, and emotions in a mindful and productive way. Someone with strong self-management skills knows what to do and how to respond in various situations.

## **Social Awareness:**

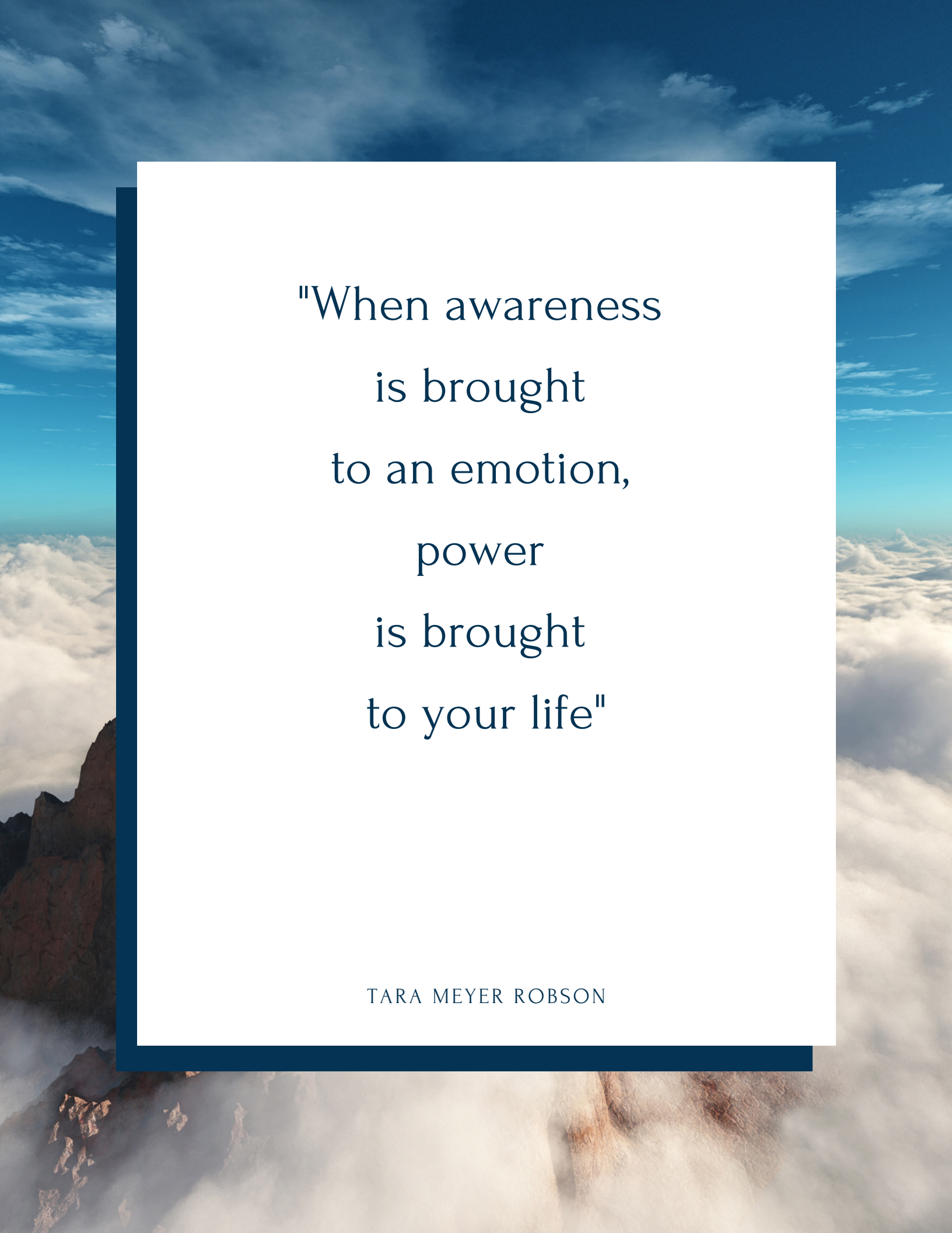
The power to discern the emotions of others is an invaluable skill, which provides insight into their intentions and motivations. It allows you to make better decisions by understanding how they're feeling about a situation or issue.

## **Relationship Management:**

Relationship Management is all about your interpersonal communication skills. It's how you motivate others ... your ability to inspire and influence them, your ability to communicate and build bonds with them, and your ability to help them change, grow, develop, and resolve conflict.

This guide will provide two steps to help you understand the FIRST element of emotional intelligence:

**Self-Awareness - How to notice and name your emotions.**



"When awareness  
is brought  
to an emotion,  
power  
is brought  
to your life"

TARA MEYER ROBSON

# Noticing Your Emotions

Once you are completely honest with yourself about what you are experiencing, you can make wiser choices instead of reacting.

These are some steps to help you notice feelings more clearly:

## 1) What happened?

Stick to only the facts in this step.

## 2) Why do you think it happened?

It is often the interpretation of events that determines your emotional reactions.

## 3) What physical sensation occurred?

Strong physical reactions such as fight, flight, or freeze can block rational thinking and judgment.

## 4) What did you want to do vs. what did you actually do?

Observe what you felt like doing in the heat of the moment as compared to what you actually did.

## 5) How did your emotions and actions impact you later?

How did your words and actions impact your long-term well-being?





# Naming Your Emotions

Simply naming a difficult emotional experience allows you to take back control, if only briefly.

**Labeling an emotion helps you create distance from it.**

Research shows that just a simple verbal naming of negative emotions can help people recover control. When we label the emotion, the activity in our brain's emotional centers decreases.

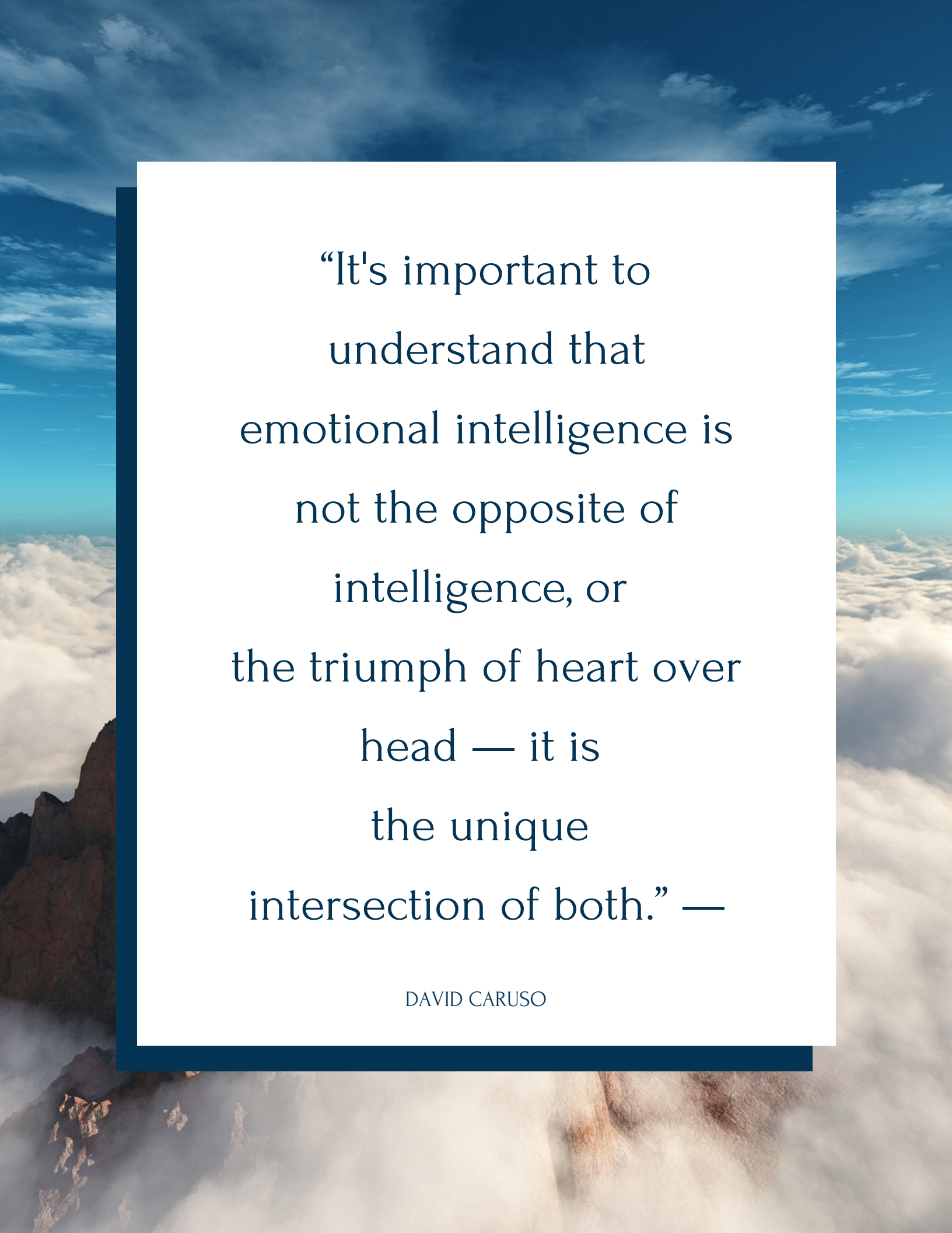
This turning down of the emotional brain allows the reasoning and thinking brain to take the lead.

Once we are calm, we are able to remember that the emotion is temporary - it is not WHO we are. We are able to think and act rationally.

The amount of time we take to label what we're experiencing allows our brain time to process and diffuse the emotion.

Then, we can proceed to make wise choices instead of "heat of the moment" reactions.





“It's important to  
understand that  
emotional intelligence is  
not the opposite of  
intelligence, or  
the triumph of heart over  
head — it is  
the unique  
intersection of both.” —

DAVID CARUSO

# Social & Emotional Implications

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## **Interpersonal Relationships:**

You're good at telling the difference between emotions and how they feel, which is important in managing relationships. This skill becomes especially useful when you find yourself in an environment that's constantly changing or emotionally charged.

## **Approachability:**

You're able to describe and identify your emotions. People who are comfortable with their own emotions are more likely to display positive, approachable behaviors. This naturally allows you to become an even easier person for people to connect with.

## **Empathy:**

Your capacity to perceive and manage the emotions of others is important to your overall performance. It gives you a higher sense of awareness that helps you get the most out of your relationships and be more successful in many aspects of life, from careers to friendships.

## **Influence:**

You show up with authenticity and predictability. By understanding the way that positive and negative feelings affect others' commitment to their ideas or projects, you have an effective tool for putting people at ease and getting them on board with what needs to be accomplished.

## **Trust:**

Your consistency and awareness of others builds a foundation of trust. Being aware of your emotions and responding in a positive and approachable manner, creates stability for yourself and in those around you. This stability allows you to build stronger bonds with individuals and teams.



## READY FOR THE NEXT STEP?

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This guide on the FIRST element of emotional intelligence, sets the stage for new levels of self-awareness. To implement the information you have discovered to this point, use the tools included to take action.

To continue to understand self-awareness, become curious about what goes on in your emotional brain:

### Ask yourself:

- What happened? (the facts)
- Why do you think it happened? (the meaning)
- What was your physical reaction while it was happening? (what was the sensation)
- What did you want to do? What did you actually do? (impulse control)
- How did your emotions and actions impact you later? (helpful or harmful)

### Assess yourself:

Identify and track your Top 10 emotions. Use the assessment tool and record intensity and impact over the course of a few days.

### Set Shifting Goals:

Explore what you discovered during this process and identify where you can make adjustments. Set some goals to shift behaviors and take actions to adjust less than helpful emotions.



# Tools & Resources

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## NOTICE YOUR EMOTIONS

Use the Emotions Vocabulary to identify the emotions you most frequently experience.

VOCABULARY



## TRACK YOUR EMOTIONS

Use the Assessment to track the intensity and impact of your emotions over the course of a few days.

ASSESSMENT



## SHIFT SETTING & ACTIONS

Identify two areas you noticed that you would like to see shift. Make reasonable goals to move forward and hold yourself accountable.

WORKSHEET



## COACHING RESOURCES

One of the fastest ways to effect lasting change is by partnering with a Coach. Schedule a free session and get started today!

CONTACT

# Emotions Vocabulary

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- |   |                                       |                                      |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Cautious       | <input type="checkbox"/> Insecure     | <input type="checkbox"/> Ashamed     |
| <input type="checkbox"/> Aggressive     | <input type="checkbox"/> Inspired     | <input type="checkbox"/> Ecstatic    |
| <input type="checkbox"/> Amused         | <input type="checkbox"/> Elated       | <input type="checkbox"/> Irritated   |
| <input type="checkbox"/> Suspicious     | <input type="checkbox"/> Lighthearted | <input type="checkbox"/> Fulfilled   |
| <input type="checkbox"/> Satisfied      | <input type="checkbox"/> Nervous      | <input type="checkbox"/> Depressed   |
| <input type="checkbox"/> Bitter         | <input type="checkbox"/> Optimistic   | <input type="checkbox"/> Hopeful     |
| <input type="checkbox"/> Blocked        | <input type="checkbox"/> Panicky      | <input type="checkbox"/> Confident   |
| <input type="checkbox"/> Bored          | <input type="checkbox"/> Peaceful     | <input type="checkbox"/> Awkward     |
| <input type="checkbox"/> Concerned      | <input type="checkbox"/> Indifferent  | <input type="checkbox"/> Embarrassed |
| <input type="checkbox"/> Confident      | <input type="checkbox"/> Regretful    | <input type="checkbox"/> Creative    |
| <input type="checkbox"/> Daring         | <input type="checkbox"/> Open         | <input type="checkbox"/> Closed      |
| <input type="checkbox"/> Determined     | <input type="checkbox"/> Restless     | <input type="checkbox"/> Calm        |
| <input type="checkbox"/> Discouraged    | <input type="checkbox"/> Rigid        | <input type="checkbox"/> Distracted  |
| <input type="checkbox"/> Disturbed      | <input type="checkbox"/> Sad          | <input type="checkbox"/> Thoughtful  |
| <input type="checkbox"/> Self-conscious | <input type="checkbox"/> Sluggish     | <input type="checkbox"/> Envious     |
| <input type="checkbox"/> Energetic      | <input type="checkbox"/> Stimulated   | <input type="checkbox"/> Fulfilled   |
| <input type="checkbox"/> Excited        | <input type="checkbox"/> Resentful    | <input type="checkbox"/> Confused    |
| <input type="checkbox"/> Exhausted      | <input type="checkbox"/> Uncertain    | <input type="checkbox"/> Hesitant    |
| <input type="checkbox"/> Expectant      | <input type="checkbox"/> Unsafe       | <input type="checkbox"/> Jumpy       |
| <input type="checkbox"/> Furious        | <input type="checkbox"/> Upbeat       | <input type="checkbox"/> Exasperated |
| <input type="checkbox"/> Helpless       | <input type="checkbox"/> Worn out     | <input type="checkbox"/> Grateful    |
| <input type="checkbox"/> Indecisive     | <input type="checkbox"/> Worried      | <input type="checkbox"/> Vulnerable  |

# Assessment

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Emotion	Impact	Intensity
01. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
02. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
03. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
04. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
05. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
06. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
07. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
08. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
09. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10
10. _____	<input type="checkbox"/> Helpful <input type="checkbox"/> Harmful	1 2 3 4 5 6 7 8 9 10

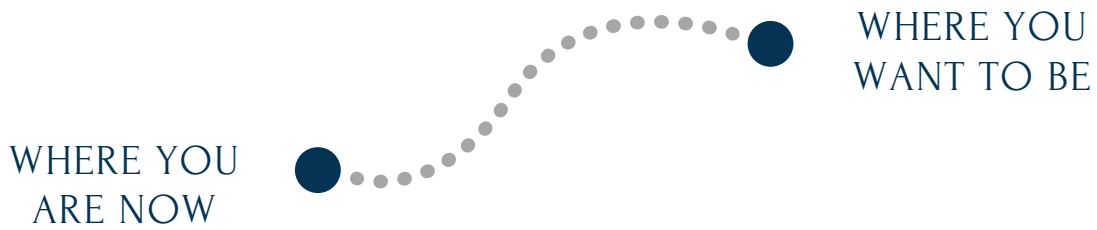
In the space provided, record the ten emotions you experience the most on a day-to-day basis. You can use the Emotions Vocabulary from the previous page or add your own. Make a few copies and track them over time. The longer you track them, the greater the opportunity to understand them. I recommend at least 5 days.

Impact: Refers to the effect of the emotion. For example, was it helpful or harmful to the situation?

Intensity: Refers to the severity of the emotion (0 = no feeling; 10 = maximum intensity)

# Shift Setting

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What did you notice when tracking emotions? Did you see some red flags? What do think is your emotional kryptonite? Are you often frustrated, angry, stressed, or disappointed? Are there certain times of the day you feel anxious, excited, productive, or lethargic? Did you notice patterns you would like to eliminate or enhance? What did you NOTICE?

- 1) Choose two areas that you want to SHIFT (understand, minimize, eliminate, or adjust).
- 2) Identify the actions you will take towards the SHIFT.
- 3) List the obstacles that will try to block your progress.

SHIFT 1:

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Action Steps:

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Obstacles:

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SHIFT 2:

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Action Steps:

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Obstacles:

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# Nicely Done!

You're off to an amazing start!

Without self-awareness, you are at the mercy of your emotions. The more you understand your emotions, the easier it becomes to identify them and take control of how they affect your life.

You'll have a better chance of flourishing and experiencing success instead of just.barely.making.it!

I'd love to talk about where you are at in your life and leadership journey.

Reach out for a complimentary coaching session today!



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