

BUILDING YOUR EMOTIONAL INTELLIGENCE (EQ)

EQ can be learned and improved upon. It takes motivation, intention, and practice.

Why is building EQ important to me? What would improved EQ unlock in my life?

Self-care: In order to show up as my best self for others, I need to do the following:

1. _____
2. _____
3. _____
4. _____

SELF-AWARENESS

Tool #1: Mindfulness

Mindfulness develops self-awareness, the foundation of EQ. There are many exercises you can try. Try strengthening sensory awareness through a body scan exercise.

Try it out: ggia.berkeley.edu/practice/body_scan_meditation

(Free!) Mindfulness Apps

- [Insight Timer](#)
- [UCLA Mindful](#)
- [Mindfulness Coach](#)
- [Healthy Minds Program](#)

Tool #2: Name that Emotion

Gain clarity and specificity about what you're feeling with the Feelings Wheel. Place your finger on a feeling in the middle, then work your way to the outer circle.

View the Feelings Wheel: feelingswheel.com/

SELF-REGULATION

Tool #3: The Power of Pause

Pause between a feeling and an action. Ask yourself: What are my choices right now? How can I adapt? The next time you're tempted to react, first take a deep breath, a moment of mindful presence, or a step away.

Tool #4: Shift Toward the Positive

The next time you encounter a challenging situation or individual, frame it as an opportunity. Ask yourself: What lesson can be learned from this situation? What can I be grateful for? Strengthen this practice with gratitude journaling and positive affirmations.

MOTIVATION

Tool #5: What's Your Why?

Uncover your core values. Write them down and put them somewhere visible. Use them to guide your behaviors, decisions, and actions.

Try it out: positive.b-cdn.net/wp-content/uploads/Core-Values-Worksheet.pdf

Tool #6: Relate Motivation to Action

Draft a personal mission statement. Ask yourself: Am I closer to my purpose today than I was yesterday? What do I need to do tomorrow to move forward in the right direction?

Create your personal mission statement and put it somewhere visible! positive.b-cdn.net/wp-content/uploads/2021/06/Writing-Your-Mission-Statement.pdf

SOCIAL AWARENESS

Tool #7: Cultivate Empathy

Actively try to appreciate different points of view. Ask questions. Engage with curiosity.

Try it! positive.b-cdn.net/wp-content/uploads/2020/09/Trading-Places-Worksheet.pdf

Tool #8: Respond with Empathy

When someone is talking, are you already thinking about what to say next? Instead, practice mindful listening and focus on what they're actually saying in the moment.

SOCIAL SKILLS

Tool #9: Active Listening

Use open-ended questions to go beyond hearing spoken words. Seek to understand the meaning and intent behind them. Try: "Can you tell me a bit more about that?"

Tool #10: Nonverbal Communications

Notice your body language. Ask yourself: What is my body language communicating? How could it make the other person feel? Mindfully adjust and notice how it impacts the interaction.

DIG IN (Book Recommendations)

Emotional Intelligence: 25th Anniversary Edition (Daniel Goleman)

Rewire Your Mind (Dr. Shauna Shapiro)