

Emotional Intelligence Checklist

Consider the following tips to developing Emotional Intelligence and mark which are appropriate for you to concentrate upon developing:

1. KNOWING ONE'S EMOTIONS

- When feeling emotional, Stop and Name the Emotion. Try and be as specific as possible. E.g. Instead of deciding you are angry, determine whether you are angry, annoyed, frustrated, aggressively competitive etc. This may help you to define a better response.
- Understand that all emotions are acceptable as long as they are consistent with the cause that elicited them. Therefore, you need to learn to evaluate the consistency of your emotional responses with preceding events.
- Take time out to reflect on the causes of your emotions.
- Try and identify the time period between an emotion, and reflexive reaction to an emotion (learning how to meditate may help you to do this).
- Realise that identification of the time between emotion and action allows for an alternative cause of action other than reflexive reaction. Learn to separate an emotion from the proceeding reflexive reaction.
- Pay attention to any intuitive feelings you may have about an emotion as it arises.
- Note the associated physiological changes (butterflies in stomach, muscle tension, about to feel heart beat or pressure ect) which may accompany an emotion. Consider how this may affect your health and behaviour.
- Realise the Postures you assume during specific emotions. Consider how these may affect your body language when dealing with others.
- Identify any Inner Dialogue that may have arisen as a result of an emotion
- If you find any underlying Patterns or Beliefs towards emotions, try and assess where in the past they may have arisen.

2. MANAGING ONE'S EMOTIONS

- ❑ After identifying an inappropriate emotion, settle yourself before your act, to prevent emotional roll on from overriding better judgement.
- ❑ Learn a Triggered Relaxation response to use in periods of negative emotions.
- ❑ Make a comprehensive list of effective Emotional Breaks you can use to take you out of negative emotional states.
- ❑ Practice various ways of expressing your emotions away from the 'hot zone' e.g journaling. If you find it hard to control your emotions, you may wish to rehearse a response to particular situations to begin with.
- ❑ Be aware of situations where positive emotions may need to be suitably restrained. This involves an awareness of permission and respect from those around you. But realise in most instances we over compensate in suppressing positive emotions.
- ❑ Put a value on being in a positive emotional state as often as possible.
- ❑ Learn to accept change without associated reactive emotions.
- ❑ Rehearse Positive Emotional Affirmation and Visualisations.
- ❑ Develop an awareness of personal standard of honesty and integrity.
- ❑ Seek solutions to ongoing emotional patterns. You may need Professional Advice where serious emotional issues are involved, some of which may only become evident after self exploration.
- ❑ Undertake courses that encourage positive emotional management and self awareness e.g. Anger Management Courses.

3. MOTIVATING ONESELF

- Develop a 'readiness to act attitude' in order to run with any opportunity that arises.
- Set challenging but realistic goals that are within your control to achieve.
- Review these goals regularly e.g. every morning review them in relation to the day's activities.
- Make effective plans in relation to these goals.
- Learn an effective Time Management approach.
- Identify means by which you procrastinate. Use starting such activities as a trigger to focus.
- Realistically assess your progress.
- Learn to flexibly adapt to the changing environment in which your goals are being played out.
- Develop skills that will help you achieve your goals.
- Achieve small defined steps on the way and reward yourself for them in order to maintain your motivation towards a long term goal.
- Take responsibility for outcomes that are within you control.
- Do not berate yourself for not achieving goals if situations occur that are out of your control.
- Develop an attitude of optimism that chooses to act when facts have accrued to support appropriate action.
- Investigate what you beliefs are about yourself. Enhance your positive beliefs of self by looking for evidence to support this self belief. Look for evidence to refute any negative beliefs you have towards yourself.
- Work on establishing positive beliefs through Affirmations and Visualisation Techniques.
- Identify ways in which you achieve feelings of 'flow' (also known as 'being in the zone') and use the formula to improve performance.
- Learn a meditation technique to develop focus.
- Read motivational literature. See seeking excellence as an inherent quality of all activities you participate in regardless of the nature of the activity i.e. if you choose to do it, do to well.
- Learn to identify to self and others what you value being committed to; and develop the strength of character to honour your commitments.
- Always plan to have a new mission after the completion of your present mission, to keep your high motivation drive alive once it has been established.

4. RECOGNISING EMOTIONS IN OTHER'S

- Watch People! Watch people! Watch people! – They are very interesting humans!
- Practice reading body language.
- Listen to more than the words of a conversation... there is also much said in the tone of voice, volume, pitch etc.
- Review your listening skills and day to day performance in listening regularly.
- Identify where possible the intent of others' communication with you, not just what is said.
- If necessary ask questions that seek beyond superficial levels of conversation e.g. I hear what you are saying but ultimately, what do you wish to come out of this conversation?
- Learn to express yourself accurately and succinctly. Value direct questions, but also know when subtlety is in order.
- Take time to understand the emotional styles of those people around you.
- Develop the skill of interpreting a situation from another's perspective.
- Monitor your own emotions, postures and body language signals during a conversation. They will be having an enormous impact on the other person's interaction.

5. DEVELOPING RELATIONSHIPS

- ('Do unto others as you wish done unto yourself')
- Broaden the avenue of your relationships as much as possible.
- Be creative in maintaining interesting relationships.
- Develop solid foundations to relationships by investing time with others in order to build rapport.
- Approach all relationships with trust, confidentiality and respect as a priority.
- Yet be watchful to the realities of all situations so as not to be manipulated.
- Be interested in others beyond the call of duty.
- Show concern and consideration, compassion and understanding.

- Learn to share your emotions.
- Realise that although you may consider another person's problem irrelevant, it is important to them.
- Avoid probing curiosity questions over uncomfortable subjects, when such questions are not relevant to the relationship in question.
- Develop assertiveness and confidence in approaching others.
- Be democratic in your decisions.
- Value others opinions.
- Try to be a leader in areas of your life that you have expertise, but remain open to others ideas.
- Allow others to take the leader when they have expertise.
- Do not let your ego get in the way of accepting others good advice.
- Realise that those who see things differently to you are often of more benefit than those people who believe in everything you do and say, for their differences may be the solution to the problem your approach can not see.
- Seek a healthy balance between cooperation and competition, realising both may be pertinent in different situation. Try not to dominate others, be it through time, conversation or any other personal interaction dynamic.
- Accept others faults and mistakes. After all, you don't leave yourself every time you make a mistake. Be forgiving.
- Keep relationships in perspective, respect the environment in which they take place.
- Maintain the boundaries that you decide upon, but realise how they may influence the depth of your relationships.
- Do not compromise your own values and principles to relationships, for this means the other person is crossing into your territory.
- Read relationship literature.
- Seek to resolve relationship crisis with integrity and openness.
- Accept that just as you change, so will others also change, and so to will your relationships with them.
- Realise that sometimes relationships need to end, at least in the form they are in, in order for you to remain true to your self, as others need to remain true to themselves..
- While you remain committed to a group, show loyalty.

- Value the power of the group dynamic in seeking a common goal.
- Yet keep in mind the need to move on when the group no longer functions in meeting your mutual goals.
- Know yourself so you can know others. If you identify any repeated relationship patterns investigate their origin. You may need to seek Professional Advice for unresolved issues.
- Always strive for win-win solutions.